



## BROWNSVILLE

### **Tool and Die Maker**

**WORKINTEXAS Job Posting # 15414750**

**Salary: \$20/HR - \$25/HR**

Uses tools and dies to build fixtures; creates dies as required to construct new fixtures. Repairs dies, molds, and tools when needed; disassembles molds, jigs, tools, and fixtures, then reassembles when repaired.

### **Accountant**

**WORKINTEXAS Job Posting # 15418432**

**Salary: Discussed at time to Interview**

Review financial statements for accuracy and legal compliance. Prepare and file tax returns. Enter accounting related information into business logs. Inspect account books for efficiency and accuracy. Organize and update financial records. Perform monthly bank settlements. Prepare documentation for external auditors.

### **Administrative Assistant**

**WORKINTEXAS Job Posting # 15418481**

**Salary: Discussed at time to Interview**

Create and maintain filing systems, both electronic and physical. Write and edit documents from letters to reports and instructional documents. Must be proficient in Word and Excel. Prepare communications, such as memos, e-mails, invoices, reports and other correspondence

### **Scrap Fabric Cutter**

**WORKINTEXAS Job Posting # 15403795**

**Salary: \$7.25/HR**

Employer seeking to hire Scrap Fabric Cutters job duties will include cutting scrap or used clothing into small sized pieces of fabric.

## BROWNSVILLE

### **Insurance Verification Specialist**

**WORKINTEXAS Job Posting # 15423027**

**Salary: Discussed at time to Interview**

Assess potential risks and determine appropriate insurance plan(s). Conduct in-depth analyses of the customer's risk and insurance needs.

## HARLINGEN

### **Associate Sales**

**WORKINTEXAS Job Posting # 15546798**

**Salary: Based on Experience**

Executes courtesy call program to generate new and repeat business. Interact with customers to provide and process information in response to inquiries, concerns and requests about products and services. Conduct customer transactions and ensures accuracy and completeness of all transactions. Assist with all marketing activities by distributing marketing material through neighborhood/business canvassing, business to business, and providing every customer with our in-house marketing materials. Marketing Calendar to be followed to identify marketing materials to be used and quantity to be distributed. Executes all company collection practices achieving bad debt standard.

### **Bussers**

**WORKINTEXAS Job Posting # 15547334**

**Salary: Discussed at time to Interview**

Welcoming customers, showing them to their tables and providing them with menus. Assisting customers with queries, requests, and redirecting as necessary. Ensuring that tables are cleared, cleaned, and reset between seating. Serving food and refilling beverages. Assisting with the cleaning and processing of dirty dishes and silverware. Ensuring that the menus, crockery, and cutlery are cleaned and replenished between tables. Managing the inventory of napkins, straws, salt, pepper, and other table condiments and supplies. Reporting any damages, shortages, and complaints to the manager. Moving tables, chairs, and furniture to accommodate customers. Tidying the restaurant after service and ensuring that it is prepped for the following service.

### **Assistant Driver**

**WORKINTEXAS Job Posting # 15547409**

**Salary: Based on Experience**

Will work directly with the driver salesman. Will participate in the up selling of products to the accounts. Establish and maintain a professional working relationship with each account, thus allowing him to deliver products to all his accounts. Must be a team player and share responsibilities with the team. Must communicate and work with other members of the team to ensure customer satisfaction and increase sales. Employees will cooperate with other employees, supervisors and management and perform other duties as requested by supervisor or manager.

## HARLINGEN

### Parts Counter Person

**WORKINTEXAS Job Posting # 15546946**

**Salary: Based on Experience**

Assist walk-in customers. Pull purchased parts from stock. Answer phone calls, providing price quotes and other information. Assist outside sales reps with their orders. Set up orders for daily shipment, delivery, or pick-up. Verify WILL CALL and BACK-ORDER files weekly and return to vendors, or stock those items not required. Solicit assigned accounts by phone. Assist service technicians in selecting parts. Notify service desk and the customer that ordered parts have been received.

### Transition Coach

**WORKINTEXAS Job Posting # 15474495**

**Salary: Based on Experience**

Responsible for developing job opportunities for job seekers served through workforce programs. Works closely with center management and staff to identify eligible job seekers who possess the necessary skills and experience to fill job openings with hiring employers. Work involves development of subsidized and unsubsidized employment opportunities, On-the-Job Training (OJT), internships and apprenticeships. Will accept and process WorkInTexas (WIT) applications and ensure completeness and quality.

## LA FERIA

### Assistant Manager

**WORKINTEXAS Job Posting # 14914718**

**Salary: Based on Experience**

Opening and closing the restaurant. Appointing, inducting, and mentoring new staff members. Scheduling shifts and assigning tables to waitstaff. Resolving customers' questions and grievances in a professional manner. Conducting payroll activities. Ensuring that the restaurant adheres to pertinent health and safety regulations. Purchasing new ingredients, kitchen utensils, and equipment as stock is damaged or depleted. Sourcing better deals on all resources and equipment that warrant replacing or replenishing. Recording all income and expenses and ensuring that cash registers are balanced.

### Cook

**WORKINTEXAS Job Posting # 14879757**

**Salary: Based on Experience**

Preparing and assembling ingredients for menu items. Preparing high-quality meals and food items according to company recipes. Storing excess food at the correct temperature in order to avoid spoilage. Ensuring that food portions and food presentation meet company standards. Monitoring supplies and re-ordering stock. Ensuring that cooking utensils are clean before each use. Cleaning and sterilizing food preparation areas. Assisting other cooks to ensure that food orders are completed in a timely manner.

## LA FERIA

### **Tow Truck Driver**

**WORKINTEXAS Job Posting # 14814283**

**Salary: Discussed at time to Interview**

Respond to accidents, breakdowns, and other roadside incidents. Stay in contact with motorists when you are en route. Perform basic repairs or tow their vehicle to a garage. Safely load cars onto the back of your truck. Keep your truck clean and in good condition. Remove illegally parked vehicles.

### **Medical Records Clerk**

**WORKINTEXAS Job Posting # 15458781**

**Salary: Based on Experience**

Will assist with Filing, uploading documents pertaining to client charts, preparing spreadsheets and updating, and Answering phones.

### **Registered Nurse**

**WORKINTEXAS Job Posting # 15479193**

**Salary: Based on Experience**

Maintaining accurate, complete health care records and reports. Administering medications to patients and monitoring them for side effects and reactions. Prescribing assistive medical devices and related treatments. Recording patient vital signs and medical information. Ordering medical diagnostic and clinical tests. Monitoring, reporting, and recording symptoms or changes in patient conditions. Administering non-intravenous medications. Assessing, implementing, planning, or evaluating patient nursing care plans by working with healthcare team members. Modifying patient health treatment plans as indicated by patient conditions and responses.

## LOS FRESNOS

### **CDL Driver**

**WORKINTEXAS Job Posting # 15202445**

**Salary: Discussed at time to Interview**

The Driver will be responsible for making pickups of used cooking oil throughout the state of Texas and border states and cities such as El Paso, Oklahoma, Louisiana, Dallas and Houston. No experience is required, must have a Class A License with a Tanker.

### **Cook 1**

**WORKINTEXAS Job Posting # 15509444**

**Salary: \$17.80/HR**

Wash, peel, scrape, and cuts vegetables and fruits. Prepare simple salads and toast. Cut butter and slices cakes and pies. Make coffee, tea, and other beverages. Serve portions of food on trays or plates and pours beverages. Prepare dining and serving areas by setting up counters, stands, and tables. Places food containers in serving area, fill salt, pepper shakers, place linen, and silverware on tables.

**LOS FRESNOS**

**Laborer**

**WORKINTEXAS Job Posting # 15480887**

**Salary: \$12/HR**

Operate vehicles to pick up and deliver containers. Use power tools. Haul goods from the receiving area. Maintain a clean work environment. Other duties assigned.

**Groundskeeping Maintenance**

**WORKINTEXAS Job Posting # 15480979**

**Salary: \$8/HR**

Assist full time maintenance man with the Town maintenance including Mowing, Tree Trimming, Weed Eating, Town Hall Maintenance. General Town Maintenance.

**Maintenance Crew Member**

**WORKINTEXAS Job Posting # 15424023**

**Salary: Discussed at time to Interview**

Perform construction and maintenance work on aboveground and underground irrigation lines and irrigation water distribution system components, and all associated equipment; load, transport and unload materials, tools, and equipment, vehicles and equipment to ensure safe working conditions and perform minor maintenance when required; observe Safety Rules. Maintenance personnel are normally assigned to work as a member of a crew but may be assigned to work alone. Perform overtime and/or emergency work. Knowledge of operating a backhoe and also general welding knowledge to be able to perform general welding duties.

**PORT ISABEL**

**HVAC Technician and Helpers**

**WORKINTEXAS Job Posting # 15441966**

**Salary: Discussed at time to Interview**

Installing, maintaining and repairing ventilation and air conditioning systems and equipment. Identifying maintenance risks on equipment. Diagnosing electrical and mechanical faults for HVAC systems. Cleaning, adjusting and repairing systems, and performing warranty services. No HVAC Certification needed.

**Accounts Payable Clerk**

**WORKINTEXAS Job Posting # 15112508**

**Salary: \$13/HR - \$15/HR**

Check and approve all Invoices for payment in QuickBooks. Enter all accounts payable invoices that are schedule to be paid into the system. Answer all vendor inquiries. Analyze vendor accounts and negotiate extended terms with vendors when cash is restricted. Print all accounts payable reports and maintain all accounts payable files. Assist with accounts receivable and special projects, as necessary.

**PORT ISABEL**

**Journeyman Electrician**

**WORKINTEXAS Job Posting # 15104336**

**Salary: \$12.60/HR - \$21.52/HR**

Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service streetlights, intercom systems, or electrical control systems.

**SEC3-General Laborer**

**WORKINTEXAS Job Posting # 15120057**

**Salary: Discussed at time to Interview**

Perform Tasks involving physical labor. Ability to operate power tools, (ex. air hammers, earth tampers, cement mixers, and a variety of other equipment tools). Load and unload construction materials. Prep Construction sites by cleaning obstacles and hazards.

**Cashier**

**WORKINTEXAS Job Posting # 15251487**

**Salary: Discussed at time to Interview**

Serve customers of fast-food restaurant: Receive customer order and depress keys of automated cash register to simultaneously record order and compute bill. Select requested food items from serving or storage areas and assemble items on serving tray or in takeout bag. Notify kitchen personnel of shortages or special orders. Serve cold drinks, using drink-dispensing machine, or frozen milk drinks or desserts, using milkshake or frozen custard machine. Make and serves hot beverages. Receive payment, process card transactions, and give change. Assist with minor duties to prepare food. Maintain restaurant dining area in clean & orderly manner.

**SAN BENITO**

**Juvenile Supervision Officer (Part Time)**

**WORKINTEXAS Job Posting # 15414767**

**Salary: \$ 15.00/an hour**

Adhere to facility's strength-based behavior modification approach. Will work a rotating schedule. Work efficiently both independently and as part of a team. Reason and make judgments and decisions. Maintain resident and program confidentiality. Deal effectively with mentally disturbed, hostile and aggressive individuals. Manage time well, perform multiple tasks, and organize diverse activities. Submit written documentation clearly, accurately, and impartially. Perform effectively and courteously in a stressful environment while maintaining a professional manner. Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other county employees and officials, representatives of the juvenile justice system and the general public. Provide off site supervision contingent with facility policies.

## SAN BENITO

### Juvenile Probation Officer

**WORKINTEXAS Job Posting # 15415716**

**Salary: \$ 35000.00/yearly**

Conducts investigations on the background of each case. Reviews documentation to make assessments regarding the nature of the individual's environmental, employment, financial or domestic difficulties. Makes recommendations for adjudication and disposition of probationer and prepares probation case plans. Supervises and monitors juveniles on probation. Determines the needs of the client and family and develops supervision plans for clients. Perform Home, School and Curfew Checks.

### Driver Aggregates

**WORKINTEXAS Job Posting # 15233186**

**Salary: Based on Experience**

Safely drive truck to and from destination. Check loads. Verify directions with plant personnel. Strive to meet customer expectations without exception and achieve highly positive customer satisfaction survey results. Develop extensive working relationships with customers. Keep equipment in acceptable condition of cleanliness. Maintain personal appearance in neat and clean manner.

### CDL Truck Driver (Commercial Driver's License Truck Driver)

**WORKINTEXAS Job Posting # 15532425**

**Salary: Based on Experience**

Drive long distances to deliver goods to customers. Load and unload cargo. Record cargo deliveries. Refuel and clean vehicle. Report road incidents to the dispatcher. Follow traffic laws. Inspect trucks and record issues. Follow accident procedures. Keep activities log and log hours. Report mechanical problems to maintenance personnel. Plan routes using GPS system. Get goods to the client on time. Maintain a positive attitude with customers. Keep commercial driver license up to date.

### Provider/Caregiver

**WORKINTEXAS Job Posting # 15526061**

**Salary: \$ 9.00/an hour**

Must be able to provide care to a male adolescent located in the Brownsville area. Duties will include Bathing, Dressing; Feeding; Grooming-nail care, routine hair, shave care. Toileting; Transfer and Meal Prep. Light housework. Work schedule is Monday through Friday (2) hours daily preferable 4pm-6pm.

## SOUTH PADRE ISLAND

### Delivery Driver

**WORKINTEXAS Job Posting # 15021027**

**Salary: Discussed at time to Interview**

Delivery Driver will be making pizza & food deliveries to establishments such as hotels, condos, businesses and residences.

## SOUTH PADRE ISLAND

### **Hotel Front Desk Clerk**

**WORKINTEXAS Job Posting # 15228638**

**Salary: \$9/HR - \$11/HR**

Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from guests. 3;00pm-11;00pm shift.

### **Hotel Front Desk Clerk**

**WORKINTEXAS Job Posting # 15320773**

**Salary: Discussed at time to Interview**

Clerks work for hotels, motels and other vacation resorts checking guests in and out of their rooms. They work with guests both in-person and online to reserve their rooms, answer any questions they have about the hotel and provide details and recommendations about activities to do in the surrounding area.

### **Maintenance (Repair Person)**

**WORKINTEXAS Job Posting # 15423887**

**Salary: Discussed at time to Interview**

Performing basic repairs such as light carpentry, plumbing, landscaping, watering plants around the property. Cleaning and maintaining the pools around the property. Picking up trash and maintaining the property in presentable condition.

### **Housekeeper**

**WORKINTEXAS Job Posting # 15440055**

**Salary: \$9/HR**

Performing a variety of cleaning activities. Sweep, scrub, and mop floors. Dust and polish furniture and fittings. Clean metal fixtures and fittings. Empty and clean trash containers. Dispose of trash in a sanitary manner. Clean wash basins, mirrors, tubs and showers. Wipe down glass surfaces. Make up beds and change linens as required. Wash windows as scheduled. Sort, wash, load and unload laundry. Sort, fold and put away clean laundry. Operate mechanized cleaning equipment. Maintain all cleaning equipment and materials in a safe and sanitary working condition. Monitor and report necessary domestic repairs and replacements. Ensuring all rooms are cared for and inspected according to standards.