



HARLINGEN

Belinda Cavazos Zapata Agency

Receptionist

WORKINTEXAS Job Posting # 16908922

Salary: Based on Experience

Greet clients and visitors with a positive, helpful attitude. Assisting clients in finding their way around the office. Announcing clients as necessary. Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs. Assisting with a variety of administrative tasks including copying, faxing, taking notes, and making travel plans. Preparing meeting and training rooms. Answering phones in a professional manner, and routing calls as necessary. Assisting colleagues with administrative tasks. Performing ad-hoc administrative duties. Answering, forwarding, and screening phone calls. Sorting and distributing mail. Hiring, managing, and developing the junior administrative team. Provide excellent customer service. Scheduling appointments.

American Eagle Glass

Auto Glass Tech

WORKINTEXAS Job Posting # 16850184

Salary: Based on Experience

Using primer to prime all damaged areas of windshields and car windows. Weatherproofing glass by applying a chemical treatment to the outer surfaces and installing rubber weather seals around glass edges. Traveling to various locations to assess as well as repair or replace customers' windshields and windows. Removing moldings, wipers, screws, bolts, and clips before glass installation and repairs and replacing them thereafter. Injecting resin into small chips or cracks and heating the damaged areas using a heat source. Identifying issues that may affect glass installation, such as rust or vehicle damage. Removing all dirt and debris from windshields and windows before beginning repair or weatherproofing treatments. Using clips, moldings, and adhesives to affix custom-cut glass to customers vehicles.

HARLINGEN

Bert Ogden Harlingen Motors Inc

Lube Technician

WORKINTEXAS Job Posting # 16862265

Salary: Based on Experience

Adheres to express lube guidelines. Performs lube, oil and filter changes by draining and replacing oil and filter, and lubricating all joints, including idler arm steering knuckles, tie rods ends and ball joints. Reports all necessary repairs to service advisor. Installs completed LOF reminder sticker in vehicle. Checks battery, tire air pressure, windshield fluid, transmission fluid and power steering fluid levels and refills as needed. Checks coolant level and refills as necessary. Ensures that vehicle is clean and free of fluid residue or fingerprints. Checks fluid level prior to release of vehicle to ensure proper levels.

Mac Phersons Inc

Customer Service Representative

WORKINTEXAS Job Posting # 16914239

Salary: \$13.00/HR

Preparing and submitting billing data and medical claims to insurance companies. Ensuring the patients' medical information is accurate and up to date. Preparing bills and invoices, and documenting amounts due for medical procedures and services. Collecting and reviewing referrals and pre-authorizations. Monitoring and recording late payments. Following up on missed payments and resolving financial discrepancies. Examining patient bills for accuracy and requesting any missing information. Investigating and appealing denied claims. Helping patients develop patient payment plans. Maintaining billing software by updating rate change, cash spreadsheets, and current collection reports.

Church's Chicken

Cook

WORKINTEXAS Job Posting # 16869569

Salary: Based on Experience

Sets up the batter table, collects all necessary smallware's, and prepares batter mix. Ensures that call sheets are complete, posted and used. Checks all equipment and immediately reports any malfunctions within the area to the Manager in Charge. Color balances fryers and adds sufficient shortening so that the proper shortening level can be maintained. Filters and cleans all fryers at the designated times while following all guidelines of safety (including use of provided safety equipment). Pans sufficient chicken for operational needs. Prepares and cooks all food products as dictated by the needs of the business and at the direction of the Manager in Charge. Ensures that all food products meet the specifications, procedures and quality standards stated in the SOM, including strict observance of designated holding times.