



## HARLINGEN

**Menchaca Auto Sales**  
**Office Manager/Sales**  
**WORKINTEXAS Job Posting # 16755951**  
**Salary: Based on Experience**

Oversee and support all administrative duties in the office and ensure that the office is operating smoothly. Manage office supplies inventory and place orders as necessary. Perform receptionist duties: greet visitors, and answer and direct phone calls. Receive and sort incoming mail and deliveries and manage outgoing mail. Develop office policies and procedures, and ensure they are implemented appropriately. Assist with office layout planning and office moves, and with managing and maintaining IT infrastructure. Manage office budget. Identify opportunities for process and office management improvements, and design and implement new systems. Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports.

**Valley International Cold Storage**  
**Forklift Operator**  
**WORKINTEXAS Job Posting # 16740827**  
**Salary: Based on Experience**

Operate forklift to load and unload trucks. Perform physical inventory of each pallet by visually counting, lifting or climbing to identify vendor/ product number for accounting purposes. All record keeping and reports pertinent to the job. Select and fill customer orders correctly and accurately. Prepare pallet loads for shipping: palletizing, stretch wrapping and accounting for all products shipped. All orders must be complete, and records are accurate and complete per procedure. Use of scanner is required for shipping and receiving loads. Lift up to 50 lbs.+/- . Maintain clear and orderly work area. Prepare daily equipment condition report to meet State and Federal requirements, i.e. (forklifts). Each employee is required to inspect the forklift they are driving before they get on it. Any other duties assigned by your supervisor or team leader.

## HARLINGEN

### **#1 Quality Electric Inc**

#### **Journeyman**

**WORKINTEXAS Job Posting # 16695021**

**Salary: Based on Experience**

Carrying standard equipment and parts with you at all times. Commuting between the locations at which you will work. Performing inspections, conducting assessments, and liaising with clients to ascertain the issues that warrant attention. Choosing the most apt course of action in light of project constraints. Selecting, installing, and preserving the functionality of wires, plugs, panelboards, switchgear, switchboards, and similar. Setting up and maintaining electrical machines. Monitoring inventory to ensure an adequate stock. Logging time and resources spent on each task to calculate costs. Ensuring adherence to all relevant safety regulations. Providing professional, friendly, and prompt services.

### **Chuck E. Cheese**

#### **Cast Member**

**WORKINTEXAS Job Posting # 16714814**

**Salary: Based on Experience**

Must be able to lift or carry objects weighing 0-50 pounds during scheduled shift. Must be able to stand, bend, kneel, reach, push/pull, walk and squat during scheduled shifts. In addition to the essential job duties stated above, the ability to handle job stress and interact effectively with others, including guests and co-workers, are essential functions of the job. The work environment includes flashing and flickering lights, moving mechanical parts, and loud noises.

### **Linde Gas & Equipment Inc**

#### **Driver - Cylinder Handler**

**WORKINTEXAS Job Posting # 16778585**

**Salary: Discussed at time of Interview**

Cylinder Handler to join our team located in Harlingen, TX Our Driver - Cylinder Handlers are responsible for safely and efficiently operating a local route delivery vehicle to deliver hard goods, compressed gas cylinders and associated products to customer locations. In this role, you also must be willing to communicate and cooperate with customers, respond to their needs, and safely operate the delivery vehicle in compliance with company and DOT Guidelines. In this role you will also be responsible for filling, labeling & preparing low pressure packaged gas cylinders and will also operate and maintain the cryogenic liquid filling system.