



## BROWNSVILLE

### **Berry Pool & Supply**

#### **Administrative Assistant**

**WORKINTEXAS Job Posting # 16791266**

**Salary: \$8 - \$10 / HR**

Must be able to work in a fast-paced environment, answer a high volume of telephone calls and efficiently assist customers, must have clerical and office etiquette skills. Will perform general clerical duties, retail duties, and assist with any other duties required. Must have a minimum of two years' experience in customer service and have excellent verbal and written communication skills. Must be bilingual (English/Spanish). Must be proficient in Word, Excel, Outlook and able to operate office equipment, such as fax machine, copiers, and phones. Must be able to work Monday through Friday and some Saturdays.

### **Brownsville GMS Partners LC ET AL**

#### **Driver**

**WORKINTEXAS Job Posting # 16791714**

**Salary: \$16 - \$18 / HR**

Will drive company trucks to pick up trash from customer's homes or businesses. Delivering empty trash containers to clients throughout the city. Must be able to drive a Standard Transmission.

### **Impex Forwarding Agency, Inc.**

#### **Office Clerk**

**WORKINTEXAS Job Posting # 16780339**

**Salary: Discussed at time of Interview**

Assist with document preparation to facilitate the import/export of goods. Input data into software to generate documents for import/export. Ensure invoices and duties have been paid by clients to avoid delays at customs and ports of entry. Assist clients with gathering documents for customs clearance. Calculate duty and tariff payments. Must have 12 mos. exp. as office clerk - customs.

## BROWNSVILLE

### **El Pollo Loco - EPL VENTURES LLC**

#### **Cook**

**WORKINTEXAS Job Posting # 16792928**

**Salary: \$9.75 - \$10.75 / HR**

Prepare and cook food in a fast-food restaurant with a limited menu. Duties include preparation and assembling of menu items. Must be able to work quickly while still maintaining a clean workstation. Follow procedures to ensure quality food products.

### **El Pollo Loco - EPL VENTURES LLC**

#### **Cashier**

**WORKINTEXAS Job Posting # 16792930**

**Salary: \$9.75 - \$10.75 / HR**

Learns restaurant menu items and cashier processes to accurately and quickly process orders for dine-in and drive-thru customers. Energetically, enthusiastically, and professionally communicates with customers, team members and supervisors. Provides excellent customer service and responds to customer concerns. Monitoring and maintaining proper stock levels of service materials (paper goods, salsas, etc.) Proper monitoring and maintaining cleanliness of dining room, service stations, and restrooms (sweeps, mops, cleans, etc.). Position requires speed and attention to detail.

## HARLINGEN

### **Dr Luis Reynoso PA**

#### **Medical Transcriptionist**

**WORKINTEXAS Job Posting # 16800617**

**Salary: \$13.00-\$15.00/HR**

Transcribe handwritten office visit notes and other healthcare documentation from healthcare professionals. (Must understand handwriting). Ensure accuracy and completeness of transcribed reports. Maintain patient confidentiality and comply with all legal requirements regarding medical records. Edit transcribed reports for grammar and clarity. Communicate with healthcare providers to clarify any discrepancies in documentation. Gather all required documentation for surgical clearance notes.

### **D & B General Cleaning Contractor**

#### **Cleaning Custodian**

**WORKINTEXAS Job Posting # 16802942**

**Salary: \$10.00/HR**

Sweeping, mopping and vacuuming floors. Waxing furniture and cleaning fixtures. Disposing of trash and emptying trash receptacles. Performing minor repairs. Keeping buildings free from indoor pests. Maintaining cleaning equipment. Maintaining inventory of cleaning agents and equipment. Ensuring equipment and lights are switched off, and premises are locked after hours. Collaborating with contract cleaning services.

## HARLINGEN

### **Amor Eterno Provider Services**

#### **Home Attendant**

**WORKINTEXAS Job Posting # 16322686**

**Salary: \$11.00/HR**

Ability to help clients with daily activities. Helping patients with personal hygiene, dressing, bathing, and other daily tasks. Performing basic health care services for patients, including checking vital signs or administering prescription medication. Helping with general light housekeeping. Making transportation arrangements as needed. Working with a nurse, personal care aide, CNA, nurse aide, nursing assistant, and other caregivers and in-home care professionals. Observing and reporting on a patient's condition. Keeping up with in-service training.

### **Advanced Call Center Technologies**

#### **Trainer - Call Center**

**WORKINTEXAS Job Posting # 16798847**

**Salary: \$19.00/HR**

Delivers training on program content, product information, and company and client expectations to students in a classroom environment. Facilitate training programs according to company and client guidelines. Prepares and sets up classroom. Prepares training course materials for each class and maintains instruction manuals. Develops and implements job aids for trainees. Track and report upon the progress of the training class. Identifies at-risk employees and implements an individual coaching plan for success. Maintain class roster, attrition reports and weekly productivity reports. Provide well-prepared employees who know and understand the program, client, products, policies and productivity expectations. Provides call floor support during employee transition from training to production environment.

### **Cano Medical Center**

#### **Medical Office Receptionist**

**WORKINTEXAS Job Posting # 16798478**

**Salary: Based on Experience**

Greet and attend to patients in person and over the phone. Professionally assist doctors, staff, visitors, and patients. Maintain business inventory such as checking supplies, scheduling equipment, and maintenance repairs. Answer all phone calls in a professional and courteous manner. Perform all duties within HIPAA regulations. Maintain confidentiality of all doctors, staff, and patient information. Schedule appointments between doctors and patients. Liaise between medical departments with discretion and professionalism. Adhere to policy and procedures during all activities. Assist with admissions/treatment as per agreed protocols. Ensure that stock levels are adequate, and orders are made timeously. Communicate medical results to patients under clinical supervision. Complete accurate documentation of patient visits.

**Noble Texas Builders**  
**Marketing and Proposal Development Lead**  
**WORKINTEXAS Job Posting # 16787535**  
**Salary: Based on Experience**

Support the creative development and production of marketing deliverables, including RFQ/RFP responses and presentations. Stay current with RFQ opportunities and assess RFP requirements. Research and develop value-added responses for construction approaches tailored to client needs. Ensure compliance with RFQ/RFP requirements and coordinate proposal submissions. Attend proposal pre-submittal meetings and schedule attendance for team members. Provide original written content for proposals, resumes, organizational charts, and other specialized sections. Maintain and organize all proposal and marketing data within CRM software. Attend customer debriefs. Assist with event coordination for trade shows, conferences, and company events. Support general office needs with collateral design and production. Award submittals. Crosstrain other marketing team members.

**Servpro**  
**Restoration Technician**  
**WORKINTEXAS Job Posting # 16791944**  
**Salary: Based on Experience**

Inventory and load the work vehicle with equipment, products, and supplies needed for each project. Maintain a clean and organized vehicle and clean equipment appearance. Prepare rooms/areas for work activities. Set up staging area and equipment for each project. Leave the job site with a clean and orderly appearance. Perform production processes following SERVPRO production guidelines per work order per crew chief directions. Ensure clear two-way communication with crew chief and other technicians (especially regarding customer needs and concerns). Perform end-of-day/end-of-job cleanup and breakdown to leave job site with a clean and orderly appearance. Understand and follow safety and risk management guidelines on the job site, in the office, and while traveling.

**Lone Star Materials**  
**Outside Sales**  
**WORKINTEXAS Job Posting # 16728228**  
**Salary: Discussed at time of Interview**

Responsible for all steps of sales process, including preparing action plans by accounts and product line, effective search and follow-through of sales leads and new customers. Identify and execute opportunities for up-sell and cross-sell. Establish rapport with customers, building long-term, repeat customer relationships. Be proficient in product knowledge to assist the customer in buying decisions. Provide timely and accurate competitive pricing on all completed prospect applications submitted for pricing and approval. Maintain accurate records of sales activity, sales, and pricing. Gather competitive market and pricing information.

**LA FERIA**

**Top Cut Lawn Care  
Irrigation Technician**

**WORKINTEXAS Job Posting # 16757201**

**Salary: Based on Experience**

Properly and efficiently plan and install irrigation systems. Performs system testing or troubleshooting to locate system failures or issues. Perform winterization when necessary. Sprinkler valve repair. Various leak repair within systems. Backflow knowledge.

**South Texas Pools  
Pool Service Technician**

**WORKINTEXAS Job Posting # 16705386**

**Salary: Based on Experience**

Driving the company vehicle to customers' location. Maintaining equipment and chemical stock levels at store and in the vehicle. Testing swimming pool water pH, and chlorine levels. Adding acid, chlorine, and other chemicals to correct pH level. Cleaning swimming pool using authorized equipment. Replacing globes in underwater light fittings. Fixing cracks or leaks in the swimming pool structure. Fitting and repairing pipes and plumbing for spas and pools. Servicing and fixing faulty pool cleaning equipment. Completing paperwork and reporting service requirements to management.

**LOS FRESNOS**

**Cross My Heart Home Care LLC  
Provider – Attendant**

**WORKINTEXAS Job Posting # 16682005**

**Salary: \$12.00-\$13.00/HR**

Perform housekeeping duties, such as cooking, cleaning, washing clothes or dishes, or running errands. Advise clients on issues such as household cleanliness, utilities, hygiene, and nutrition. Plan, shop for, or prepare nutritious meals or assist families in planning, shopping for, or preparing nutritious meals. Care for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care.

**Wingstop  
Cashier**

**WORKINTEXAS Job Posting # 16795949**

**Salary: \$18027.00-\$26993.00**

A Restaurant cashier has the greatest perceived responsibility - direct guest contact. Will be responsible for greeting every guest when they arrive within 3-5 seconds, answering the phone, taking accurate orders, and delivering completed orders to the guest - all with a great attitude and a smile.

**LOS FRESNOS**

**STG International Inc**

**Physician Assistant**

**WORKINTEXAS Job Posting # 16741907**

**Salary: \$89217.00-\$152606.00**

Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges. Provides treatment of persons throughout the life span as appropriate. May be expected to respond to and or coordinate response to medical emergencies. May be required to see patients outside of his/her expertise. Completes age-appropriate history and physical assessment for routine, acute, chronic and complex medical conditions.

**Los Fresnos Housing Authority**

**Program Coordinator -Inspector**

**WORKINTEXAS Job Posting # 16787461**

**Salary: Depends On Experience**

Will process intake applications from potential residents and inspecting units for compliance. Ensure compliance with government regulations. Collect academic research data. Compile data related to social service programs. Coordinate social service activities with resource providers. Determine program eligibility. Determine social service program status. Explain what financial assistance is available.

**Fatty Chem by Products Inc**

**Senior Sales Representative**

**WORKINTEXAS Job Posting # 16794396**

**Salary: \$18.00-\$19.00/HR**

Proven work experience as a sales representative required, with a minimum of 5 years of experience in a similar role. Senior Sales Representative (m/f ) The Executive Sales Representative will play a crucial role in driving revenue growth and expanding our customer base. This position requires a proactive and results-oriented individual with excellent communication and negotiation skills. Fatty Chem By-Products has been an established business since November 2003, located in the lower Rio Grande Valley in Los Fresnos Texas. At Fatty Chem we provide used cooking oil collection service to Restaurants, Hotels, Schools and Supermarkets.

**PORT ISABEL**

**Cricket-South Texas Wireless & Accessories**

**Sales Representative**

**WORKINTEXAS Job Posting # 16561781**

**Salary: \$10.00/HR**

Retail sales workers help customers find products they want to purchase and process customers' payments. Other office duties as assigned.

**PORT ISABEL**

**Cajun Operating Company (Church's Chicken)**

**Assistant Restaurant General Manager**

**WORKINTEXAS Job Posting # 16796411**

**Salary: Depends on Experience**

The Assistant General Restaurant Manager works under the direction of the Restaurant General Manager. The ARGM is responsible for: the hands-on day to day activities and operations of the restaurant, assisting in ensuring the successful implementation of Church's initiatives and programs, assist in achieving or exceeding all established financial sales and profitability plan, all banking, and administrative responsibilities.

**T-Mobile USA Inc**

**Mobile Associate - Retail Sales**

**WORKINTEXAS Job Posting # 16688586**

**Salary: \$19706.00-\$34675.00**

Builds proficiency related to serving and selling to our customers. Helping customers pick up right where they left off in their shopping journey. Exploring individual needs and providing hands-on demonstrations of the latest and greatest technology in-store. Side-by-side selling to find personalized solutions beyond the bare-bones device and service plan that keep our customers connected to the people and lifestyle they love, including anything from unique accessories to cutting-edge IoT devices. Approaching service and sales needs with composure, integrity and compassion.

**Proton Providers at Home, LLC**

**Home Health Provider**

**WORKINTEXAS Job Posting # 16767714**

**Salary: \$10.00-\$11.00/HR**

Personal care: Assisting with bathing, dressing, grooming, feeding, and getting in and out of bed  
Housekeeping: Doing laundry, washing dishes, vacuuming, and light cleaning. Meal preparation:  
Shopping for groceries and preparing meals to meet a client's dietary needs. Transportation:  
Arranging transportation to doctors' offices or other outings.

**By The Bay Electric, LLC**

**Electricians**

**WORKINTEXAS Job Posting # 16709577**

**Salary: \$14.84 - \$21.20/HR**

Trouble shoot service calls, new construction, residential (little commercial/ no industrial!).  
Must be able to work Monday- Friday 8am- 5 pm, and overtime when job calls for.

**SAN BENITO**

**Multitech Inc**

**Receptionist Secretary**

**WORKINTEXAS Job Posting # 16789650**

**Salary: \$10.00/HR**

Greet clients and visitors with a positive, helpful attitude. Assisting clients in finding their way around the office. Announcing clients as necessary. Help maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs. Assist with a variety of administrative tasks including copying, faxing, taking notes, and making travel plans. Prepare meeting and training rooms. Answer phones in a professional manner, and routing calls as necessary. Assisting colleagues with administrative tasks. Perform ad-hoc administrative duties. Answer, forward, and screen phone calls. Sort and distribute mail. Hire, manage, and develop the junior administrative team. Provide excellent customer service. Schedule appointments.

**RGV Vision Care**

**Optician**

**WORKINTEXAS Job Posting # 16800574**

**Salary: \$14.00-15.00/HR**

Patient care, frame & lens selection, inventory, managing frame boards, frame adjustments, repairs, ordering eyewear & lenses. Additional duties include answering phones, scheduling appointments, verifying insurance benefit information, billing patients, daily cash outs, and other miscellaneous duties as assigned. Opportunity for advancement is available based on job performance and growth. Applicants must be tech savvy.

**United Migrant Opportunity Services (UMOS)**

**Bus Monitor**

**WORKINTEXAS Job Posting # 16796633**

**Salary: Based on Experience**

Conduct daily child health observation to determine child health status or injuries for children boarding the bus. Obtain and secure child medications for proper pickup and delivery utilizing safe handling procedures and documenting such activities appropriately. Responsible for the safety and supervision of children during transportation which includes securing children properly, in appropriate child safety restraints, prior to departure, monitoring children to remain secured throughout transportation, securing "Red Bags," and the loading and unloading of children from the bus by following Transportation policies and procedures. Assist Bus Driver during emergencies and evacuation drills and ensure the vehicle is maintained in a sanitary condition. Is responsible for the implementation, monitoring, and compliance of bus rules during transportation of children by providing educational activities as part of school readiness efforts and provide feedback to teaching staff/coordinating staff regarding observed behaviors/development during bus activities.



## SAN BENITO

### **Truemed Home Care Inc**

#### **Attendant**

**WORKINTEXAS Job Posting # 16757385**

**Salary: Discussed at time of Interview**

Helping patients with personal hygiene, dressing, bathing, and other daily tasks. Performing basic health care services for patients, including checking vital signs or administering prescription medication. Helping with general light housekeeping. Making transportation arrangements. Working with a nurse, personal care aide, CNA, nurse aide, nursing assistant, and other caregivers and in-home care professionals. Observing and reporting on a patient's condition. Keeping up with in-service training.

### **Dutch Bros**

#### **Broista**

**WORKINTEXAS Job Posting # 16799940**

**Salary: \$16.00/HR**

You will: Engage. You get to meet new people, every day! Greet and thank each customer with a smile and provide them with their moment of special. Ask and educate. Each customer has different needs and it's up to you to help them out. This is a chance to help customers learn about our menu, different products, and current specials. Be Consistent. Our core values are speed, quality, and service. It's important that the customer gets exactly what they ordered. Be Positive. Make all your friends feel there is something in them. Look at the sunny side of everything, and make your optimism come true. Be Reliable. Show up to work on time and ready to go! Communicate availability needs and follow proper call out procedures.

## SOUTH PADRE ISLAND

### **Sea Vista Homeowners Association**

#### **Housekeeper Attendant**

**WORKINTEXAS Job Posting # 16719553**

**Salary: Discussed at time of Interview**

Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts. Clean rooms, hallways, lobbies. Empty wastebaskets, empty and clean ashtrays. Replenish supplies, such as drinking glasses, linens, writing supplies, and bathroom items. Clean rugs, carpets, upholstered furniture. Dust and polish furniture and equipment.

### **Sea Vista Homeowners Association**

#### **Maintenance Technician**

**WORKINTEXAS Job Posting # 16719560**

**Salary: Discussed at time of Interview**

Light carpentry work and general repairs. Some plumbing and electrical work will also be maintaining the pools. Other duties as assigned.

## SOUTH PADRE ISLAND

### **Bridgepoint Condominiums-Phase1**

#### **Make Ready Repair Technician**

**WORKINTEXAS Job Posting # 16684416**

**Salary: \$10 - \$15 / HR**

Make Ready Technician your primary responsibility is to ensure that all vacant apartment units are restored timely to market-ready status. This position will also perform general repairs and assist in the overall maintenance of the interior and exterior of the property including electrical, plumbing, some air conditioning repairs, and painting.

### **Inverness at South Padre**

#### **Hotel Front Desk Agent**

**WORKINTEXAS Job Posting # 16766678**

**Salary: Discussed at time of Interview**

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 departing guests. Must have one year of experience for consideration.

### **Contract Service & Supply Inc**

#### **HVAC Service Tech**

**WORKINTEXAS Job Posting # 16622587**

**Salary: \$17.50 - \$31.50 / HR**

Cleaning, adjusting and repairing HVAC systems, and performing warranty services. Troubleshooting defective HVAC systems and equipment to make diagnoses. Performing preventative maintenance by cleaning reheat coils and air handling units, and monitoring and calibrating air handling units. Improving air quality by cleaning ducts to optimize efficiency. Fixing, replacing and adjusting vents, and ductwork. Ensuring condensation drain line is free of debris and draining properly. Performing emergency repairs promptly and efficiently. Keeping daily logs and records of maintenance functions. Maintaining service truck. Ensuring compliance with appliance standards and with the Health and Safety Act.