

NUESTRA CLINICA DEL VALLE

ADMINISTRATIVE OFFICES
P.O. BOX 1689 PHARR, TEXAS 78577
956/787-8915

EMPLOYMENT OPPORTUNITY – 12/21/2017

JOB TITLE: SECRETARY/RECEPTIONIST

WORKSITE: Central Office

DEADLINE: Until Filled.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED.
Computer literate.
Good organizational skills.
Multi-tasks abilities.
Good phone skills.
Bilingual (English/Spanish) communications skills.

For additional information, contact the HR Department.

NCDV is an Equal Opportunity Employer and Provider

1200 E. Santa Rosa / P.O. Box 355
Edcouch, TX 78538
956-262-1353

1500 First Street
Mercedes, TX 78570
956-565-3191

1005 St. Marie / P.O. Box 1869
Mission, TX 78572
956-580-3303

4800 S. 24th St.
McAllen, TX 78503
956-971-0255

1203 E. Ferguson
Pharr, TX 78577
956-787-0787

301 S. 17th St.
Donna, Texas 78537
956-464-5809

300 N. 86th St
San Carlos, Tx 78539
956-287-8850

330 W. Dawes
Alton, Texas 78572
956-581-7585