

NUESTRA CLINICA DEL VALLE, INC

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

EMPLOYMENT OPPORTUNITY

JOB TITLE: SECRETARY/RECEPTIONIST

WORKSITE: Central Office

DEADLINE: Until Filled

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- High school graduate or GED.
- Administrative/Secretarial experience preferred.
- Computer literate (Knowledge of Microsoft Word and Excel).
- Good Organizational and Time Management skills.
- Experience in insurance contracting and network credentialing.
- Multi-tasks abilities.
- Good phone skills (Experience with multi-line phone system).
- Bilingual (English/Spanish) communication skills.
- Valid driver's License

For additional information, contact the HR Department.

NCDV is an Equal Opportunity Employer and Provider.

1518 E. Santa Rosa
Edcouch, TX 78538
956-262-1363

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

611 N. Bryan Rd.
Mission, TX 78572
956-580-3303

105 S. 10th Street
Donna, TX 78537
956-464-5809

801 W. 1st Street
San Juan, TX 78589
956-787-0787

806 W. 3rd Street
San Juan, TX 78589
956-782-2131

201 S. Los Ebanos
Alton, TX 78574
956-519-1800

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

600 N. Garza, Suite A
RGC, TX 78582
956-487-0846

2891 E. Grant Street
Roma, TX. 78584
956-849-2100

2900 Raul Longoria
San Juan, TX 78589
956-781-6077