

NUESTRA CLINICA DEL VALLE, INC

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

EMPLOYMENT OPPORTUNITY – 12/23/2025

JOB TITLE: DATA ENTRY/OFFICE CLERK

WORKSITE: Central Office

DEADLINE: Until Filled.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- High school graduate or GED.
- Completion of vocational school in medical coding preferred.
- Medical Coding certification preferred.
- Knowledge of medical terminology.
- Experience in data entry.
- Computer Literate.

For more 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. 10 th Street Donna, TX 78537 956-464-5809	801 W. 1st Street San Juan, TX 78589 956-787-0787	806 W. 3 rd Street San Juan, TX 78589 956-782-2131
201 S. Los Ebanos Alton, TX 78574 956-519-1800	300 N. 86 th 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	