

NUESTRA CLINICA DEL VALLE, INC.

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

EMPLOYMENT OPPORTUNITY – 6/21/2024

JOB TITLE: SECRETARY/RECEPTIONIST

WORKSITE: Central Office

DEADLINE: Until Filled.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED.
Clerical experience.
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) communications skills.
Valid Driver's license.

For additional information, contact the HR Department.

NCDV is an Equal Opportunity Employer and Provider

1518 E. Santa Rosa Ave.
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 South 10th Street
Donna, TX 78537
956-464-5809

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

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. Tex. 78582
956-487-0846

2891 E. Grant St.
Roma, Texas 78584
956-849-2100

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

806 W. 3rd St
San Juan, Texas 78589
956-787-0787