

# 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.
- 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. 10<sup>th</sup> Street  
Donna, TX 78537  
956-464-5809

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

806 W. 3<sup>rd</sup> Street  
San Juan, TX 78589  
956-782-2131

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

300 N. 86<sup>th</sup> 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