

Texas Job Order Print Document

Job Order: **14157507**

Print Date: **8/20/2020 3:55:50 PM**

Office: **249 WF Sol MRG Eagle Pass**

LWDB: **Middle Rio Grande WF Board**

Employer Information:

Employer Name: **ALLEMPLOYMENT SOLUTIONS LLC**

How to Apply: **In Person**

Company Website: **NA**

Application Comments:

Location:

Main Address:

**ALL EMPLOYMENT SOLUTIONS LLC
1061 Adams Circle**

Eagle Pass, TX 78852

Mailing Address:

2276 N VETERANS BLVD

EAGLE PASS, TX 78852-4160

Contact:

Contact: **Christina Robles**

Title: **HR**

Phone: **(830) 752-3115 x** Fax:

Email: **dr@allemploymentsolutions.com**

Job Details:

Occupational Code: **43417100 Receptionists and Information Clerks**

Job Title: **Receptionist**

Industry Code: **561310 - Employment placement agencies**

Number of Positions: **1**

Referrals: **50**

Earliest Date to Display: **8/7/2020**

Last Date Job Order Will Display: **9/6/2020**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category:

Job Duties and Skills:

Description:

1.

- **Ability to communicate effectively both written and oral**
- **Time management skills**
- **Proficient in Microsoft Office (Excel)**
- **Understand how job function relates to SWI requirements.**
- **Detail oriented, with proficient verbal and written communication skills.**

Special Software/Hardware Skills Needed: **No**

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **High School Diploma or Equivalent**

Months of Experience: **0**

Requires a Drivers License: **Yes, Commercial License** Near Public Transportation: **Yes**

Drivers License Certification: **Class C - Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.**

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **8.75 Hour**

Maximum Salary: **9.50 Hour**

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Hours per Week: **Hours Not Specified**

Actual Hours:

Shift: **Day**

Benefits:

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

- Contact Information
- Employment History Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **None of the items listed**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **8/22/2020**