

We are seeking a full-time bilingual receptionist to work in our Indigent Health Care & Public Assistance office! In this front desk role, you will be the first point of contact for visitors and callers, providing exceptional customer service while managing administrative tasks with efficiency and professionalism. Your bilingual skills will enable you to communicate with diverse clients, ensuring a welcoming environment with a high level of confidentiality.

The ideal candidate is someone who:

- Is reliable: shows up to work on time and consistently
- Is warm, empathetic and friendly
- Enjoys helping and encouraging others
- Has excellent organizational skills and attention to detail
- Cares about Hockley County and the community
- Is confident in Spanish
- ***Must have at least 1 year of experience as a receptionist
- ***Must be fluent in Microsoft Word & Excel

If you are interested and feel you would be a good fit for this position, please email your resume to jmartinez@hockleycounty.org or drop off at 911 Austin Street, Levelland TX.

Hockley County is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.