

## Available jobs in the Houston area

### Industrial Maintenance Mechanic

**Branch: Houston South**

**Location within City: South Houston**

**Work Schedule: 1<sup>st</sup> Shift = 10 hours a day, 6 days a week**

**Type of Company: Oil and Gas Industry**

**Experience: Minimum 3 years Industrial Maintenance Mechanic experience**

**Contact Information: Nina Murillo 713-264-6830 or nmurillo@texasmgmt.com**

#### **Job Description:**

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- Preventive Maintenance
- Trouble Shoot Mechanical Breakdowns and Problem solving
- Mechanical & Electrical assembly/disassembly of pumps, gear boxes, etc.
- Mechanical Alignment

#### **Requirements:**

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**You must have all the following requirements to be considered for current opening:**

- Must have own tools
- Program Machines
- Minimum 3 years experience Industrial Maintenance Mechanic

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### On-Site Supervisor

**Branch: Houston Branch**

**Location within City: Southeast Texas – Houston, Beaumont, Victoria, Austin, San Antonio and surrounding areas.**

**Base Pay: 12/hr**

**Work Schedule: 4pm to 1am or 10pm to 7am – Overtime Required**

**Length of Assignment: Holiday Season – Extra cash**

**Type of Company: Retail**

**Education: HS Diploma/GED – computer skills**

**Experience: managing or supervising others**

**Contact Information: 713-290-0090**

#### **Job Description:**

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- Southeast Texas retailer is looking for additional holiday help to manage influx of store activity. On-Site Supervisors will be responsible for overseeing the nightly activity of warehouse unloaders and stockers.

- **On-Site supervisors will check in employees at shift start and end as well as monitor employee performance throughout shift. The supervisor will also record time and assist with processing status requests with store personnel. Supervisors will coordinate daily with store management and meet any need that arises.**

**Requirements:**

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**You must have all the following requirements to be considered for current opening:**

- **Qualified candidate will have experience supervising or managing others with a strong customer service attitude! Candidates must have High School Diploma or GED and intermediate computer skills.**
- **Candidates must be willing to submit to a pre-employment drug screen and background check. Candidates must be flexible with schedule and able to work overnight hours.**
- **Candidates must be able to read, write and speak English fluently.**
- **Please come in person to 5701 Bingle Dr., Houston, Tx 77092**
- **We will be conducting job-fairs Monday, October 25<sup>th</sup> thru Wednesday, October 27<sup>th</sup> from the hours of 9am to 3pm. Please bring your I9 required documents and be prepared to complete our application process and conduct an interview.**
- **Selected candidates must be able to start work immediately and work during the holidays.**

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## **NC Programmer/Operator**

**Branch: Houston**

**Location within City: Southeast Houston**

**Length of Assignment: Temp to Hire**

**Base Pay: \$19.00 to \$25.00 per hour**

**Work Schedule: 40+ hours a week**

**Experience: 2+ years experience programming and operating the SL403**

**Contact Information: Michelle Gonzalez at 713-264-6830 or email**

**[mgonzalez@texasmgmt.com](mailto:mgonzalez@texasmgmt.com)**

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**Requirements:**

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**You must have all the following requirements to be considered for current opening:**

- **Mazak skilled machinist that has worked with Matrix controls**
- **Must be able to program and operate a Mazak QTN-Nexus**
- **Must have at least 3 years with operating a Mazak QTN or 640T.1**
- **Moriseiki machinist with experience operating a Moriseiki SL403 with conversational controls.**

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## Production Supervisor

**Branch: Houston**

**Length of Assignment: Temp to Hire**

**Work Schedule: 40 hours a week**

**Experience: 3+ years minimum experience in a supervisory role**

**Contact Information: Michelle Gonzalez at 713-264-6830 or email [mgonzalez@texasmgmt.com](mailto:mgonzalez@texasmgmt.com)**

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### Requirements:

**You must have all the following requirements to be considered for current opening:**

- **Certified Forklift operator**
- **Bi-lingual (English and Spanish preferred)**
- **Working knowledge of Microsoft Office products (Outlook, Word, Excel)**
- **Experience with Sage Software products preferred (MAS200 or MAS500)**

### Job Description:

- **Ensures that production and inventory of products meets or exceeds efficiency and company quality standards.**
  - **Ensures that facilities and processes conform to GMP standards by managing Quality Systems and documents.**
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## Warehouse Workers

**Branch: Houston**

**Work Schedule: 8:00-5:00**

**Length of Assignment: Temp to Perm**

**Experience: Stand up forklift certification**

**Contact Information: Michelle Gonzalez at 713-264-6830 or email [mgonzalez@texasmgmt.com](mailto:mgonzalez@texasmgmt.com)**

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### Requirements:

**You must have all the following requirements to be considered for current opening:**

- **Prefer Bi-lingual**
  - **Stand up forklift certification**
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## Data Entry Clerk

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**Branch: Houston**  
**Work Schedule: Monday-Friday 6:00 am - 5:30 pm (non-negotiable)**  
**Experience: Data Entry experience**  
**Contact Information: Michelle Gonzalez at 713-264-6830 or email**  
[mgonzalez@texasmgmt.com](mailto:mgonzalez@texasmgmt.com)

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**Requirements:**

You must have all the following requirements to be considered for current opening:

- **Must have clean background**
- **Must have own transportation**
- **Must be able to pass a drug test**
- **Must have Data Entry experience**

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### **Accounts Payable/Payroll**

**Branch: Houston**  
**Work Schedule: Monday-Friday 8:00 am - 5:00 pm**  
**Experience: AP and Payroll experience**  
**Contact Information: Michelle Gonzalez at 713-264-6830 or email**  
[mgonzalez@texasmgmt.com](mailto:mgonzalez@texasmgmt.com)

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**Requirements:**

You must have all the following requirements to be considered for current opening:

- **Must have clean background**
- **Must have own transportation**
- **Must be able to pass a drug test**
- **Must have Accounts Payable and Payroll experience**

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### **Shipping/Supervisory Position**

**Branch: Houston**  
**Work Schedule: Monday-Friday 6:30 am - 6:00 pm**  
**Length of Assignment: Temp to Perm**  
**Experience: AP and Payroll experience**  
**Contact Information: Michelle Gonzalez at 713-264-6830 or email**  
[mgonzalez@texasmgmt.com](mailto:mgonzalez@texasmgmt.com)

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**Requirements:**

You must have all the following requirements to be considered for current opening:

- **Must have clean background**
- **Must have own transportation**
- **Must be able to pass a drug test**
- **High energy**
- **Multi task**