



Part-Time Finance / Admin Assistant

MINIMUM REQUIREMENTS: High school graduate or equivalent; ability to speak, read, and write English; confidentiality due to employee information; copying; scanning; faxing; answering phone calls/elevator call button; filing; data entry; opening mail; mailing checks; writing receipts; taking credit card payments; maintaining ledgers; handling purchase orders; computer experience preferred in Microsoft Word, ADOBE, and Excel; ability to physically function with an unimpaired range of motion and full range of abilities; and other duties as assigned. The employee will assist in the Administration and Finance department.

The successful applicant must pass a security background check, physical, agility test, drug/alcohol screening test, and employment background check.

30 hours per week; current pay is \$15/hour.

Applications may be obtained and returned at: Valley International Airport, Third Floor, Harlingen, TX 78550. Mon-Fri from 9 AM – 11 AM and 2 PM – 4 PM, Celina P. Garza / celina@flythevalley.com, or visit our website: www.flythevalley.com for an electronic job application, or by fax: 956/430-8619.

VIA IS AN EQUAL OPPORTUNITY EMPLOYER