

Part-Time Administrative & Customer Support Assistant

Job Type: Part-Time

FLSA Status: Nonexempt

Schedule: Monday – Friday (noon to 5:00 pm)

Location: On-site

Pay: \$18.00 – 20.00 per hour (dependent on relevant experience and skills)

Bi-lingual: English and Spanish

Position Overview

We are seeking a dependable and detail-oriented Part-Time Administrative & Customer Support Assistant to support daily office operations. This role includes clerical work, payment processing, customer service, and data entry. The ideal candidate is organized, professional, accurate with financial information, and comfortable communicating with customers by phone, email, and in person.

Key Responsibilities

- Process customer payments accurately and maintain payment records
- Perform general clerical and administrative tasks including filing, scanning, and document management
- Enter and update customer and financial data in company systems
- Answer phones, respond to emails, and assist customers with questions or concerns
- Maintain organized records and ensure confidentiality of sensitive information
- Assist with invoicing, account updates, and basic reporting
- Support office staff with day-to-day administrative duties
- Follow company procedures for recordkeeping and customer communication
- Other duties assigned

Skills & Qualifications

- Previous experience in administrative support, customer service, clerical work, or payment processing

- Comfortable using, or willing to learn, payment systems, spreadsheets and databases
- Prior experience handling confidential customer or financial information
- Basic computer proficiency, including Microsoft Office or Google Workspace
- Strong attention to detail and accuracy
- Strong written and verbal communication skills
- Ability to multitask and stay organized in a fast-paced environment
- Dependable, professional, and customer-focused

Preferred Skills

- Bilingual skills: English and Spanish

What We Offer

- Part-time schedule
- Supportive work environment
- Opportunity for growth and additional responsibilities
- Training provided for company-specific systems and procedures
- Holidays and weekends off
- **Retirement/Pension Plan (TCDRS):** Permanent part-time employees are required to participate in the Texas County & District Retirement System (TCDRS). Employees contribute 7% of each paycheck, and the District provides a 230% matching contribution.

To Apply:

Please submit your resume and a summary of your experience.

Email to: reginad@hcwcid36.com