



Port Arthur Economic Development Corporation

Employer Job Request Form

Date: _____

Job Request No.: _____
For Office Use Only

Company Name: _____

Company Type: Proprietorship Partnership Corporation Non-Profit

Address:

Street _____

City _____ State _____ Zip: _____

Primary Contact Person: _____

Telephone (___) ___ - ___ ext. _____

Fax (___) ___ - ___

Email Address _____

Job Description

Job title for this position: _____

Job type: Administrative Clerical Technical Service Manufacturing Other _____

Number of openings available for this position: _____

This position is: Permanent Temporary to Permanent Temporary

Full Time Part Time

How many hours will be worked per week? _____

What is the work schedule? _____

What shift is this position? _____

Required months/ years of experience: None _____ Months _____ Years

Minimum level of education required: _____

Phone: 409-963-0579

Email to: kvillarreal@paedc.org

Fax : 409-962-4445

Occupational Licenses Required: Yes No

If yes, please describe: _____

Pay rate: \$ _____ to _____ per _____

Benefits: Yes No

If yes, select all that apply.

- Health Insurance Life Insurance Dental Insurance Vision Insurance
 Child Care Paid Sick Leave Paid Vacation 401K Retirement Plan
 Other _____

Is this a new or replacement position? _____

Post your job announcement at Texas Workforce Solutions Career Center? Yes No

How would you like us to refer clients to you?

- EDC Staff call for an appointment Have applicant call/ apply in person
 EDC Staff mail/ email / fax resumes of top ____ candidates Have applicant mail/ email/ fax resumes
 Other _____

Required skills and qualifications:

Typical job duties include:

How did you hear about us? _____

THANK YOU for listing your opening with us!

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