

# WE ARE HIRING

Arlington Soccer Association

pantego TX 76013



Position: Other

Receptionist

This is a Permanent Position

Full-Time

On site (office)

## REQUIREMENTS :

**Interested candidates are invited to submit their resume and cover letter.**

You will be responsible for welcoming guests in person and over the phone, ensuring a positive first impression and guiding them to the appropriate staff. You will answer, screen, and forward incoming calls, respond to emails, and handle inquiries from clients or the public.

Bilingual (English, Spanish) preferred.

## APPLY NOW!

More Information

Amy Bell

**Send your resume to :**

[officemanager@arlingtonsoccer.org](mailto:officemanager@arlingtonsoccer.org)

**Subject**

"POSITION" JOB OPENING

*\*Please note that only the selected applicant will be notified.*

02-24-2026

Date Posted