

The South Coast Hot Jobs List

– 01 October 2014



by
Michael
Silvia

The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

To solve this, each week New Bedford Guide will be working with the New Directions Southcoast (also known as the Greater New Bedford Career Center) and pulling jobs from our **jobs database** to inform job seekers about the hottest jobs in the area.

We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents article**. Unless noted otherwise, those interested in these positions or want more information should go to the Greater New Bedford Career Center at 618 Acushnet Avenue.



Here are the Hot Jobs from the Greater New Bedford Career Center as of October 1st, 2014:

1. Employee Services Specialist #4748922

Provide a wide range of Human Resource services to internal and external customers while maintaining the highest level of confidentiality and integrity. Administer employment related processes: prepare requisitions and job postings, enter applicants and resumes into HRIS system, conduct new hire screenings and complete reference and employment verifications, conduct new hire orientation.

2. Tank Truck Driver #4754389

Tank trailer hauling diesel fuel (10,000 gals.) from E. Providence to New Bedford. May also haul diesel fuel from Braintree to New Bedford. License requirement: MA CDL A with hazmat endorsement. TWIC certified. Preference will be given

to Veterans!

3. Carpenter #4733213

Experienced carpenter in all aspects of remodeling & renovations. A minimum of 5 years experience required. Must have valid drivers license and be reliable. Hand tools a must.

4. Line Cook #4754440

2 years minimum experience required As a Line Cook.

5. CDL Driver #4770410

CDL Driver – must have Class B, passenger endorsement and school bus certificate. Full time 38-40 hours, benefits package. Applicant must have a positive attitude and able to relate to children.

6. CDL Driver (Part-Time) #4770412

CDL Driver – must have Class B, passenger endorsement and school bus certificate. Part time position 18+ hours. Applicant must have a positive attitude and able to relate to children.

7. Fabric Cutter #4323974

Fabric Pattern Cutter needed with mechanical ability, understands measurements. Will train proper person. Full and Part time hours are available. Experienced preferred. Please apply directly. Must be able to speak and read English.

8. Business Development Executive #4780569

Coyne Textile Services has a full-time position for a Business Development Executive (BDE), Outside Sales opportunity in Eastern Massachusetts and Rhode Island. Our team will train you in the uniform and industrial product rental industry and then you use your ingenuity and passion for sales to identify new business leads; achieve sales quotas by various methods including cold-calls and other creative methods.

9. Director of Personnel #4780600

Responsible for personnel functions, i.e. regulatory

compliance and reporting, policy development and documentation, classification, compensation, benefits administration, training, and performance management, in accordance with applicable Federal and State laws, City Code and policies. Knowledge equivalent to a Master's degree in personnel administration, or related field plus five years' experience in personnel administration including three years in an administrative capacity, preferably in a municipal setting.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of October 1st, 2014:

1. General Manager – Floor Covering installations (Freetown)

Full details and application process [here](#).

2. Cashier – KMart (Fairhaven)

Full details and application process [here](#).

3. Supercuts Stylist (Fairhaven)

Full details and application process [here](#).

4. Shipping/Receiving Assistant (Marion, MA)

Full details and application process [here](#).

5. Shipping/Receiving Job – Motion Industries (New Bedford)

Full details and application process [here](#).

6. Food Service Team Member- Target (North Dartmouth)

Full details and application process [here](#).

7. Delivery Driver – Papa Gino's (Fairhaven)

Full details and application process [here](#).

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab.

Want to get e-mail notifications for new jobs? Checkout our **e-mail subscription service**.

Help Wanted: Director of Personnel

CITY OF NEW BEDFORD

DIRECTOR OF PERSONNEL: \$64,765 – \$79,000
DEPARTMENT OF LABOR RELATIONS & PERSONNEL

Responsible for personnel functions, i.e. regulatory compliance and reporting, policy development and documentation, classification, compensation, benefits administration, training, and performance management, in accordance with applicable Federal and State laws, City Code and policies. Knowledge equivalent to a Master's degree in personnel administration, or related field plus five years' experience in personnel administration including three years in an administrative capacity, preferably in a municipal setting. Thorough knowledge of public sector personnel practices and applicable Federal and State laws including, but not limited to, Massachusetts General Laws Chapter 31, Massachusetts General Laws Chapter 32A, Affordable Care Act, employee classification, compensation and benefits, recruitment, selection, training, and preparing and administering municipal budgets. Vacancy due to a retirement effective 01/01/15.

For application/complete job description, please visit www.newbedford-ma.gov or contact Personnel Dept.,

508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

The South Coast Hot Jobs List – 30 September 2014



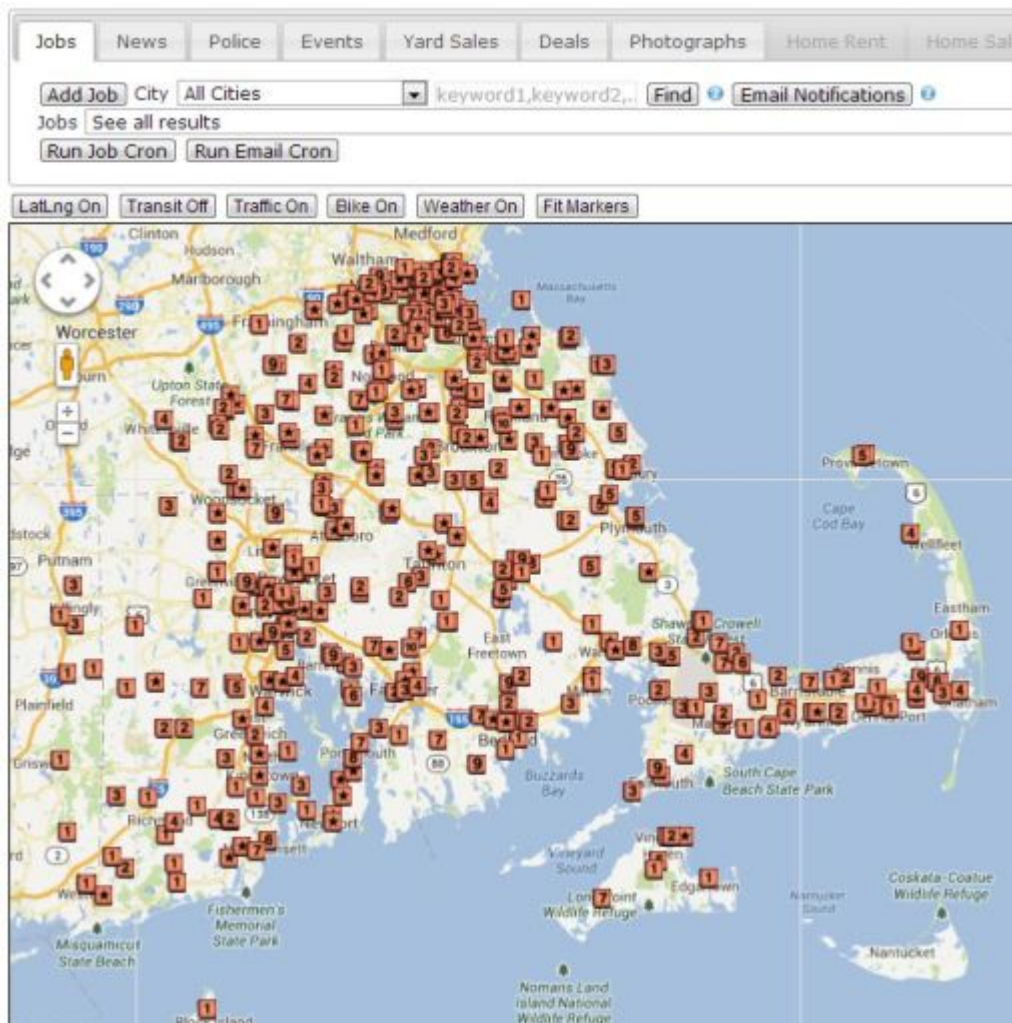
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Avenue.



Here are the Hot Jobs from the Greater New Bedford Career Center as of September 24th, 2014:

1. RN Secretary/ Home Care Program – #4699037

Reporting to the Nursing Manager, the RN Secretary is responsible for assisting with the Coordination of Care Clerical Support. Understanding of medical terminology and knowledge of area service providers. Strong organizational ability, knowledge of computer system, typing, word processing, data entry, faxing, copying, telephone etiquette, filing and ability to work under pressure with speed and accuracy. Secretarial diploma from accredited vocational school.

2. MMP Clerical Aide/ Money Management Program – #4699039

Reporting to Money Management Manager, The MMP clerical aide must have good office skills and be familiar with basic office practices. Must have knowledge of basic computer/internet skills, strong interpersonal skills. Should be dependable and detail-oriented. Must be flexible and enjoy working in a fast-paced environment and good written and verbal communications skills. Must adhere to regulations of confidentiality. High School diploma or equivalent training and experience.

3. Reception-Clerical Support/ Administration Dept. – 4699043

Reporting to Office Manager, support person will receive and dispatch multiple telephone calls to appropriate staff as well as provide callers with basic information about Coastline programs when Information & Referral staffs aren't available. Perform faxing and filing duties. Prepare/Fill Home Care Intake folders, answers vendor and client calls, takes messages, and refer case management issues to covering case managers. Excellent Customer Service Skills. High School diploma or equivalent training and experience.

4. Care Manager/ Home Care Program – #4699046

Reporting to the Care Manager Supervisor, the Care Manager within the framework of the Home Care Regulations, is responsible for assessing and identifying client's needs and strengths, develops, coordinates, and follows up service plan based on these needs. The Case Manager achieves the goal of working with the total person by developing an ongoing helping relationship. The Care Manager maintains accurate and up-to-date consumer files and promotes personal and professional development through supervision and training opportunities. B.A. from an accredited college or university, preferable in social services, or commensurate work experience in human services, or training in the field of gerontology. Experience working with the elderly.

5. Geriatric Support Services Coordinator (Bilingual: Portuguese) Senior Care Options Department – #4699048

Reporting to Senior Care Options Manager, GSSCs are responsible for coordinating support services as part of the Senior Care Options Primary Care Team, assisting eligible older adults to obtain services which will enhance their quality of life and allow them to live independently. Bachelor's Degree preferably in social services or relevant discipline, and LICSW or 2 years professional experience with adults over 60, with at least one year in a hospital, nursing facility, community health agency or interdisciplinary program with an ASAP required.

6. Registered Nurse/PCA Department- #4699049

Reporting to Director of Homecare, as a Registered Nurse in our PCA Program, you will evaluate Consumers' eligibility for PCA programs with primary focus on the Medicaid PCA program. Requirements include current RN licensure, a valid driver's license, daily access to a dependable vehicle, and working knowledge of Microsoft Word and Excel.

7. Registered Nurses/Home Care Department – #4699051

Reporting to Nursing Manager, Homecare Nurse participates as an integral member of a home care team which, along with case managers and other related personnel, is responsible for assessing and/or authorizes services to be delivered by long term care agencies with the aim of promoting coordination and cooperation in the formation of cost effective and quality service plans. Requirements include current RN licensure, a valid driver's license.

8. Practice Manager/Clinical Care Coordinator #4700736

The Greater New Bedford Community Health Center is seeking a full-time Practice Manager/Clinical Care Coordinator. The qualified candidate will hold a current Massachusetts Registered Nurse license as well as a Master's degree in Nursing/Hospital Administration. The successful candidate will have effective communication skills, interpersonal skills, and analytical skills. Experience in the community health setting and medical/surgical background as well as Quality Management

and Quality improvement techniques are required. Please visit our website at www.gnbchc.org to view the job description and apply online.

9. Paralegal #4698916

South Coastal Counties Legal Services, Inc. (SCCLS) is seeking a person for the challenging position of Paralegal in its Fall River Law Office. Duties Include: Primarily conducting telephone intakes with individuals applying for legal services. Other duties will include: in person interviewing, counseling and some advocacy on behalf of clients, legal research and implementation of legal education programs. The paralegal will work closely with staff attorneys and advocates, with attorney supervision.

10. Custodians #4726207

This is a part time position for a County Club in the Onset/Wareham area. Hours are week days and mandatory weekends due to special events and weddings. Experience helpful.

11. Dishwasher #4726214

Experience is helpful, must be available on weekend nights to work special events and weddings. Hours are 16-20 per week. Must be dependable and reliable.

12. Sous Chef #4726216

This is a part time position for a County Club in the Onset/Wareham area. Hours are week days and mandatory weekends due to special events and weddings. Experience helpful.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of September 24th, 2014:

1. General Laborer (New Bedford)

Full details and application process [here](#).

2. Full-time Tutor at City on a Hill (New Bedford)

Full details and application process [here](#).

3. Cafeteria Manager at New Bedford High School

Full details and application process [here](#).

4. Film Crew – AMC Theatres (North Dartmouth)

Full details and application process [here](#).

**5. Applications Developer at University of Massachusetts
Dartmouth**

Full details and application process [here](#).

6. Store Manager- Dartmouth Area at GameStop (North Dartmouth)

Full details and application process [here](#).

7. Collector's Club Teacher at Westport Middle School

Full details and application process [here](#).

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

New Bedford High School seeks Spanish, Creole, and Portuguese support

New Bedford High School is seeking help with Spanish, Creole, and Portuguese language support/translation for teachers to help communicate with parents during our Open House Night on

October 9, from 6-8. Do you know of any South Coast serves partners with bi-lingual skills that can help?

If so, please contact me at llaberge@newbedfordschools or 508-997-4511 x2361 or x2207

Help Wanted: Advanced Eye Centers Hiring Two Receptionists

Large Ophthalmology practice in Southeastern Massachusetts looking for two full-time front desk receptionists. We urge bilingual English/Spanish and English/Portuguese candidates to apply.

Job Title: Receptionist – Front Desk

Reports To: Front Desk Supervisor

SUMMARY:

Primary responsibility includes providing quality customer service and preparing documents to ensure the smooth and professional processing of AEC patients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Patient Relations

- Maintain a cordial and professional attitude when greeting or interacting with patients.
- Verify all demographic information at check-in window.
- Enter all patients' vital information into the computer, as required.

- Inform patients about referrals and secure referrals when needed. Secure a signed waiver if no referral present at time of visit.
- Check insurance authorizations and insurance eligibility prior to visit.
- Complete PT1 forms on patient's behalf.
- Call for transportation for patients as needed.
- Collect all fees due at time of visit and keep accurate tally sheet of all payments received.
- Balance tally sheet at the end of the day.
- Assist with taking contact lens orders and distributing the orders to patients.

General Administrative

- Properly handle all sensitive patient information following HIPPA guidelines.
- Copy medical records for patients and other physicians insuring the proper signed release is on file.
- Receive medical records from other physicians and properly maintain those records.
- Scan records into patients' electronic medical record.
- Maintain patient surgery list for surgical coordinators.
- Maintain patient dictation list for physicians.
- Receive and distribute faxes properly.
- Shred sensitive documents.
- Participate in maintaining a neat and orderly atmosphere in the patient waiting/reception area.
- Participate in cleaning the lunch room during assigned months.

Scheduling

- Schedule and reschedule patient appointments following protocol.
- Offer patients a choice of appropriate appointments that address their specific needs.
- Determine when an emergency situation exists and

immediately bring it to the attention of appropriate personnel.

- As appropriate, ensure that new patients receive a welcome letter and information packet in the mail prior to their scheduled appointment.
- Inform patients of necessary information to bring to their appointment.
- Complete and mail appointment reminder cards.
- ☐ Make phone calls to overdue patients to put them back on our schedule.

Telephones

- Make every effort to answer the telephone by the third ring.
- Answer all telephone calls with a cheery positive greeting.
- Promptly respond to the caller's concerns and direct phone calls to the appropriate staff member/physician.
- Triage phone calls to determine if an emergency exists and notify appropriate personnel immediately.
- Accurately take detailed messages and promptly distribute the messages to the appropriate personnel.
- Ensure that telephone calls from other physicians are immediately put through to the AEC physician being called.

QUALIFICATIONS:

- Possess the professional and communication skills necessary to successfully interact with patients and staff in addressing all patients' needs.
- Maintain a positive attitude and forge a good working relationship with other staff members.
- Refrain from gossip.
- The ability to remain composed under stressful situations.
- Computer literate.

EDUCATION/EXPERIENCE:

- High School Diploma/Equivalent required.
- Bilingual English/Spanish and English/Portuguese preferred.

To apply, click
here: <https://www.ziprecruiter.com/job/Receptionist-Front-Desk-Full-Time/7f3888ec/>

Help Wanted: City of New Bedford Garage Foreman

CITY OF NEW BEDFORD

GARAGE FOREMAN \$49,984 – \$60,973

DEPARTMENT OF FACILITIES & FLEET MANAGEMENT

Supervises, trains and directs garage personnel in repairs, maintenance and fabrication of equipment throughout City departments. Supervises the inspection and/or troubleshooting of vehicles to approve them for compliance with Registry of Motor Vehicle standards.

Enforces existing procedures and policies, and develops new garage methods and procedures as authorized. Ensures adherence to applicable City, State and Federal health and safety rules and regulations. Maintains garage and equipment in clean and orderly condition.

Assists the Superintendent with researching equipment before purchase to ensure the City has received the best long-term value when purchases are made. Keeps up with any changes or improvements that may develop.

Maintains records of all personnel in the garage. Maintains records of purchases, requisitions, Registry files, accident reports, outside repairs, etc.

High school diploma or GED equivalent required plus some specialized training in motor vehicle repair, and three years of related experience in the management of fleet garage; or any equivalent combination of education and experience. Thorough knowledge of automotive mechanics. Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.

Possession of a valid Massachusetts driver's license with good driving record, including CDL Class B endorsement, vehicle inspection license, hydraulic license and/or ability to obtain these licenses within six months from date of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. **New Bedford has a residency requirement.** EEO

The South Coast Hot Jobs List – 18 September 2014



by
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Here are the Hot Jobs from the Greater New Bedford Career Center as of September 18th, 2014:

1. Clerk Cashier #4655949

Clerk/Cashier needed for a local liquor store. You will be working the lottery machine, so experience is helpful. You must be reliable and dependable. Hours are 15 hours per week on Monday, Thursday and Saturday from 10:00am to 3:00pm. You might also be called to fill in occasionally.

2. Seamstresses/Alterations #4648495

Experience is MUST. Knowledge of industrial sewing machines. Some knowledge of pinning, taking in and taking out garment for alterations is helpful. You must be flexible and able to work days, nights and weekends.

3. Accounts Payable #4675586

Hygrade Ocean Products is well-established, medium sized,

seafood processor company. Full time, permanent AP position. Responsibilities: AP processing Pay and reconcile freight invoices. Prepare weekly payroll spreadsheet. Assist in vendor check runs and mailing. Desired Skills and Experience: Knowledge in MS Excel, Word, and Outlook. Strong organizational skills.

4. Office Assistant #4675637

Must be proficient with Microsoft & Excel. Excellent phone skills. Need to be organized as it is a multi line phone. Able to work in a fast paced office environment.

5. Relief Staff Advocate #4675732

The Women's Center has an open position for a Relief Staff Advocate who will advocate for residents and may provide hotline coverage. Candidate must be available for overnight, weekend and Holiday shifts and must be prepared to staff any of three residential sites on the south coast. Experience with clients with domestic violence, substance abuse or mental health issues and Bachelor's degree preferred. Bilingual a plus.

6. SafePlan Advocate #4675737

The Women's Center is seeking a court-based SAFEPLAN Advocate to provide direct services to victims of domestic violence seeking protection from abuse in court including assistance with safety planning, and assistance in accurate filing of forms. Qualifications: Bachelor's degree. Spanish or Portuguese fluency preferred. Reliable transportation/valid driver's license. Must complete the agency's training and MOVA Safeplan training. Must be able to assume on-call beeper shifts for hotline response. AA/EOE.

7. Roofer/Roofing Assistant #4687990

Roofer/Roofing Assistant needed for local company. Experience required. Must be dependable, reliable and not afraid of heights. This is a full time demanding position. Conversational English is required. Driver's license not

necessary but must be able to arrive at meeting place daily for pickup.

8. Carpenter #4688000

Looking for an experienced carpenter that excels in FINISH WORK. Must have a valid driver's license with reliable transportation to work in the area working on high end restoration projects. No smoking during work hours, drug-free company with a dress code. Due to high end projects, must be neat in appearance, communicate well with customers and have good work ethics. Must have own hand tools. Knowledge of framing helpful.

9. Shipping Manager #4688106

Shipping manager experience required with strong computer and process organization skills. PROFESSIONAL EXPERIENCE: At least 2 years as shipping manager or 5 years as shipper with some managerial experience. Strong computer skills required. Knowledge of shipping company software (UPS, FEDEX, LTL, MESCA, EASTERN CONNECTION) Strong process organization and problem solving skills based in Lean concepts. Ideal candidate will have knowledge of BarTender label software and Zebra label printers. Familiarity with inventory control methods.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of September 18th, 2014:

1. Wendy's crew member (Fairhaven)

Full details and application process [here](#).

2. Part Time Cashier/Associate – Rocky's Ace Hardware (Fairhaven)

Full details and application process [here](#).

3. Webmaster (part-time) – Old Rochester Regional School District

Full details and application process [here](#).

4. Campus Police Office Clerk – Massachusetts Maritime Academy

Full details and application process [here](#).

5. ESL Teacher – New Bedford High School

Full details and application process [here](#).

6. Court-Based Safeplan Advocate – The Women's Center

Full details and application process [here](#).

7. Cashier Team Member – Target (Dartmouth)

Full details and application process [here](#).

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

The South Coast Hot Jobs List – 16 September 2014



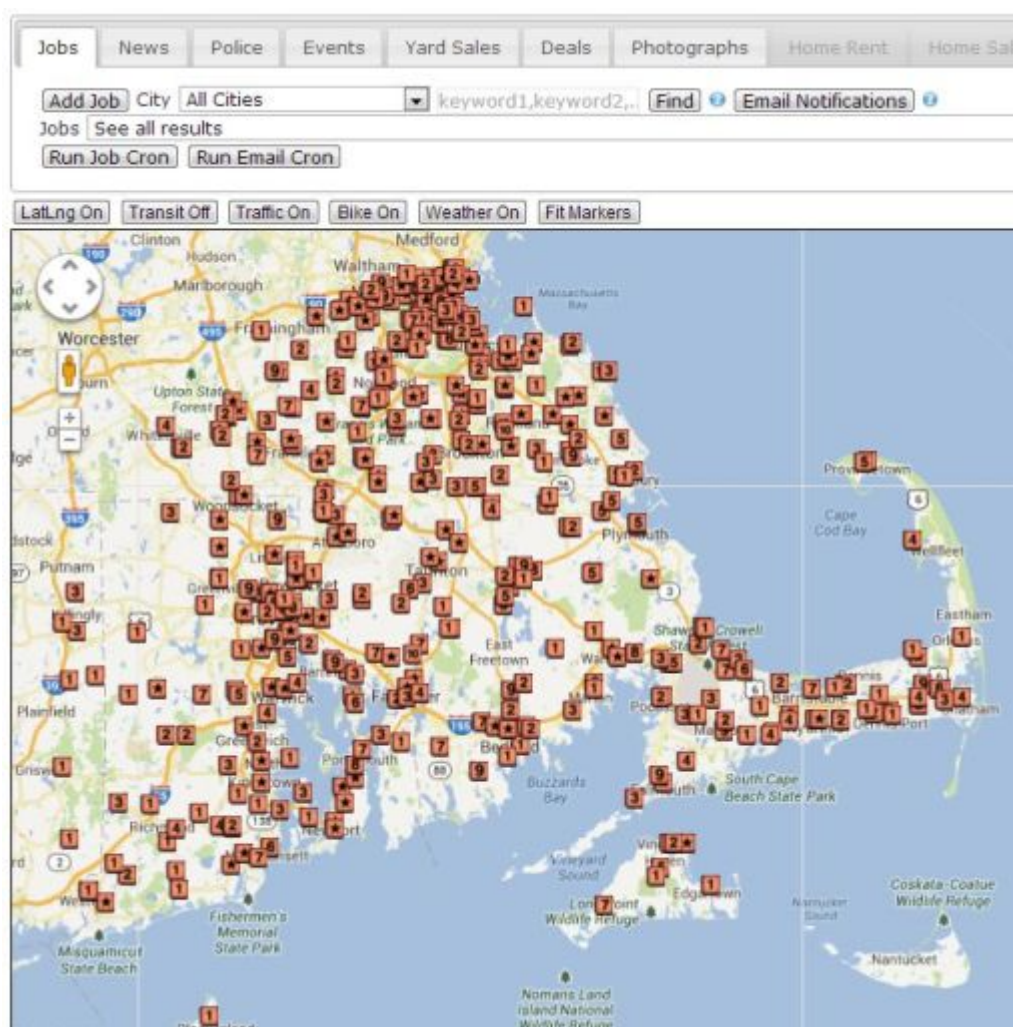
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Here are the Hot Jobs from the Greater New Bedford Career Center as of September 10th, 2014:

1. Clerical (full & part time) #4642044

Generous benefit package for full-time positions. Knowledge of office practices. Computer literacy including Microsoft Word, Excel and Access. Enthusiastic and provide customers with consistently positive interaction. Excellent written and verbal communication skills with emphasis on prompt, friendly communications.

2. Delivery Person #4635278

Delivery Driver: flexible hours, day shifts, night shifts, weekends, must be 21 or over, clean MVR, reliable vehicle, positive customer service skills. Drivers can make \$12-\$15/hour part-time or full-time with tips!

Must have valid driver license for more than 2 years and reliable vehicle. Positions available also at the Rockdale Ave and Ashley Blvd Stores.

3. Pizza Maker #4635274

Pizza makers: Must be 18, good CSR skills, good hand-eye coordination, athleticism a plus! Serve-Safe Certified a plus, Must be able to multitask and work in a fast paced environment. 1st and 2nd shift. Full and part time. Positions also available Ashley Blvd. and Rockdale Ave. stores.

4. Customer Service Representative #4635280

Customer Service Representative: flexible hours, mostly evenings and weekends. Must be 18, strong customer service skills, good at math and spelling. Immediate need for strong bilingual English/Spanish candidates! 2nd and 3rd shift. Positions available also at the Rockdale Ave and Ashley Blvd stores.

5. Heavy Equipment Operator #4635474

Looking for someone to work in the scrap metal recycling company. Looking for an experienced operator. Must have a

current Massachusetts Hoisting License. Experience with material handling is a PLUS.

6. Truck Driver #4635456

Responsible for pre and post trip inspections. Minimum of 2 years of driving experience. Pre-employment DOT drug testing required.

7. Yard Supervisor #4635272

The YARD SUPERVISOR is responsible for leading the yard staff to provide excellent service to customers/vendors and to ensure processes are followed under the general supervision of the Operations Manager. Ability to operate yard equipment required, loader experience preferred. Two years of supervisory experience in a construction/trucking-oriented environment. TRAVEL BETWEEN ALL LOCATIONS (CHARLTON, WESTPORT, SALEM) MAY BE REQUIRED.

8. Certified Nurses Aide #4635305

Two positions available for experienced Certified Nursing Assistants. Must have Certification and BILINGUAL is plus.

9. Registered Nurse #4635282

Qualifications: Graduate of an accredited, state licensed School of Nursing, works well with participants in providing nursing care. Bilingual preferred.

10. Specialty Packager #4648447

Operate packaging equipment, fill and package orders for shipping as per customer requirements. Ensure quality, accuracy and timeliness of order preparation. Some who is motivated, detail oriented and is a flexible team player. Must understand verbal and written directions given in the English language.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of September 10th, 2014:

1. Prep Cook/Dishwasher – Smokehouse Restaurant (Westport)

Full details and application process [here](#).

2. Starbucks Team Member – Target (North Dartmouth)

Full details and application process [here](#).

3. Crew Member at Chipotle Mexican Grill (North Dartmouth)

Full details and application process [here](#).

4. Administrative Support – Child & Family Services (New Bedford)

Full details and application process [here](#).

5. CDL A Drivers with no experience – Western Express

Full details and application process [here](#).

6. Director of Development – Our Sisters' School (New Bedford)

Full details and application process [here](#).

7. Assistant Director International Student & Scholar Center – University of Massachusetts Dartmouth

Full details and application process [here](#).

8. Assistant Women's Basketball Coach – University of Massachusetts Dartmouth

Full details and application process [here](#).

9. Copy and Print Associate at Staples (Fairhaven)

Full details and application process [here](#).

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Reinhart seeking Class A Drivers – \$70,000 plus a year plus a \$4,000 Bonus



\$70,000 plus a year plus a \$4000 sign on Bonus

Reinhart FoodService is currently hiring **Class A CDL Drivers** in the New Bedford, MA area for both day and night shifts. Immediate openings for **LOCAL** drivers! If you are an independent and self-motivated Class A CDL Truck Driver with a strong sense of integrity, then we want you to **APPLY NOW!** Why work for Reinhart FoodService? Here are some great reasons!

Benefits:

- Competitive Compensation: Average driver makes 60-70K+ per year!

- \$4000 Sign On Bonus!
- Various health, dental, vision and prescription drug insurance options
- Life insurance, dependent and supplemental options available
- Accidental death and dismemberment insurance, supplemental and dependent options available
- Short and long-term disability insurance
- Home/Auto insurance
- Flexible spending accounts for healthcare and dependent care
- 401(K) plan with company matching
- Paid vacation, holiday and sick leave
- Performance-based bonuses
- Roadside assistance coverage, Legal aid & Employee awards banquet

Responsibilities:

As a Class A CDL Truck Driver with RFS, you will use our new equipment and upgraded multi-temperature fleet of tractor trailers to transport LTL food product freight from distribution centers to customer locations, usually restaurants and retail outlets, on strategic routes. You will conduct pre/post-trip truck and trailer inspections, unload cased products from the trailer to desired customer locations in a way that does not disturb their business operations and provide them with excellent customer service.

Requirements:

- As a Class A CDL Truck Driver with RFS, you must be energetic, have excellent communication and productivity skills and a strong sense of personal responsibility as well as:
- Must be at least 21 years of age
- High school diploma or equivalent
- Valid Class A Commercial Driver's License for interstate commerce

- Minimum 1 year driving experience, Class 1 preferred
- Ability to pass MVR check
- Computer literacy, experience with handheld scanners and onboard truck computing systems preferred
- Ability to be on feet 8-12 hours per day, ability to lift up to 100 lbs
- 2-5 years' experience local food distribution/delivery experience preferred
- Experience with city driving in tight locations preferred

To apply: <http://www.rfsdelivers.com/RFSCareers.aspx>

Company Overview:

As the largest independently-owned food service distributor in the United States, we are proud to provide our customers with unmatched service. We deliver high quality and cost-effective food products to independent restaurants, multi-unit restaurant chains, healthcare facilities, schools and the hospitality industry. We employ more than 4,300 employees nationwide, and are dedicated to providing a challenging and rewarding work experience with opportunities for growth

The South Coast Hot Jobs List – 05 September 2014

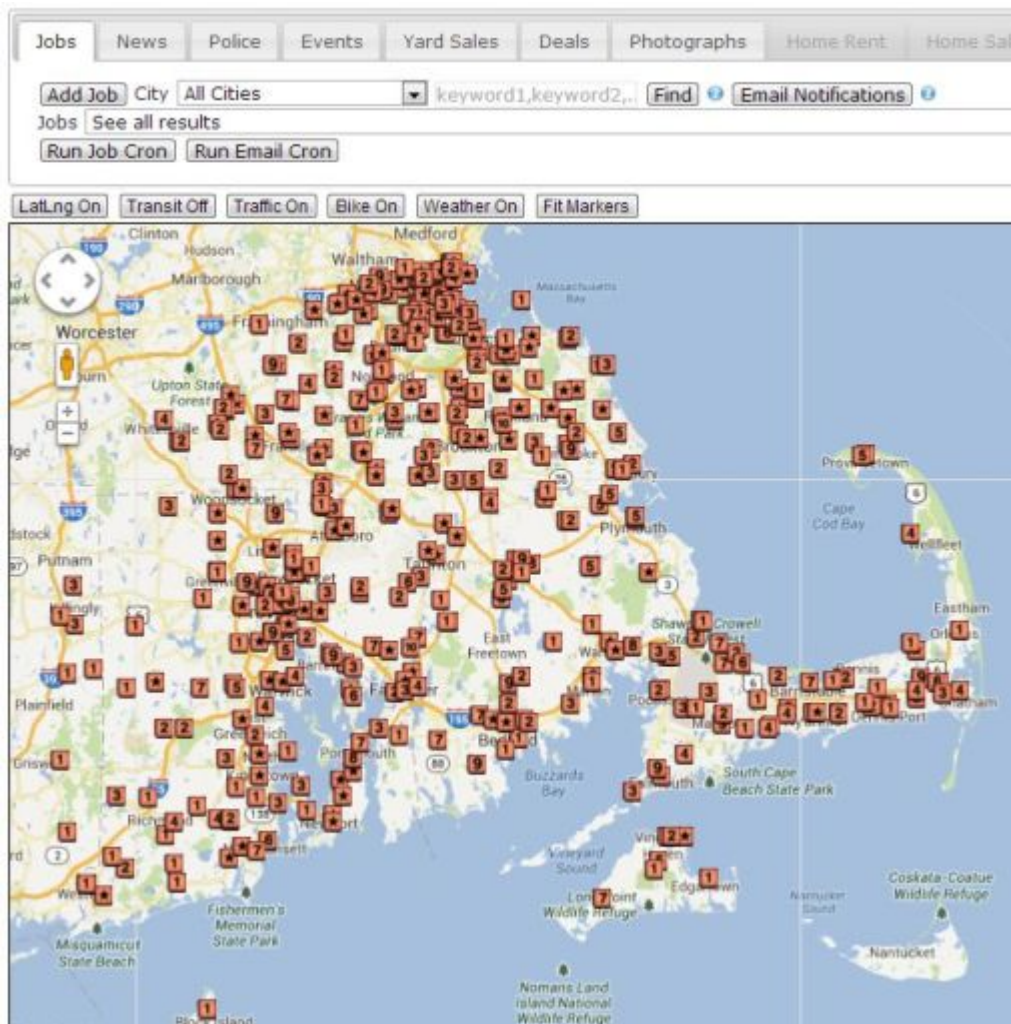


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Here are the Hot Jobs from the Greater New Bedford Career Center as of September 5th, 2014:

1. Oil Change Technician #4621784

Experienced oil change technician needed full time. Dependability and reliability is a must.

2. Supervisors #4609847

Class B license/DPU is required to occasionally fill-in as a school bus driver. Intermediate to Proficient computer skills in Billing, Quickbooks, Microsoft Office (Excel and Word) are required.

Plan the work of staff. Consider staff strengths, work requirements, and deadlines when assigning tasks. Observe and oversee staff to ensure quality and completion of work on schedule. May help with work output to meet deadlines.

3. Office Clerk #4609849

Class B license/DPU is required to occasionally fill-in as a school bus driver. Intermediate computer skills in Microsoft Office (Excel and Word) are required. In addition, at least 40 wpm and letter writing skills are needed. Sort and file records of office activities. Type letters and documents using computers. May transcribe letters from notes. Operate office machines such as copiers, fax machines, and computers.

4. Bookkeeper #4609853

Part time experienced Bookkeeper needed for busy office. Position may lead to full time. Work schedule and hourly rate will be discussed at interview. Strong customer service skills are required and be reliable.

5. Dispatcher #4609842

Class B license/DPU is required to occasionally fill-in as a school bus driver. Intermediate computer skills in Microsoft Office (Excel and Word) are required. In addition, at least 40 wpm and letter writing skills are needed. Receive incoming calls and question callers to find out what the problem is. Determine the response needed for the situation. Dispatch appropriate personnel or equipment.

6. School Bus Monitors #4609841

Bus Monitors, must pass a CORI and SORI check, part-time, speak and read English, No computer skills needed. 25-30 hrs per week. Must be reliable, with own transportation to Westport. Must be able to work split shifts. Need to have a good work history.

7. School Bus Drivers #4609840

School Bus Driver, must be able to pass a CORI and SORI check. 25 – 30 hours weekly, Must have CDL and passenger and school bus endorsement. Transporting students to and from school. Transporting them to and from field trips and sporting events. Must be able to read and use maps or map quest is the only computer skills needed. Please apply direct and no calls. Work schedule and hours vary.

8. After School Program Supervisor #4609780

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of 10-15 children.

9. Program Monitor #4609779

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Leads other in recreational activities and supervises all programs and other recreational activities within the recreation center, and at parks and community sites.

10. Laborer/Light Construction #4621853

Looking for a reliable and dependable person with some construction background. Pool experience would be a benefit. MUST have a valid driver's license and transportation.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of September 5th, 2014:

1. Cook (part – time) – Sippican School (Marion)

Full details and application process [here](#).

2. Inventory Admin/ Manager (New Bedford)

Full details and application process [here](#).

3. Food Service Worker – St. Luke's Hospital

Full details and application process [here](#).

4. Server – All Friends Catering and BBQ

Full details and application process [here](#).

5. Full Time Lecturer-Computer & Information Science – University of Massachusetts Dartmouth

Full details and application process [here](#).

6. Part-Time Nanny/ Housekeeper Needed For 3 Children In South Dartmouth

Full details and application process [here](#).

7. Wellness Coach – MediFit (Fairhaven)

Full details and application process [here](#).

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).
