

The South Coast Hot Jobs List

– 3 October 2013

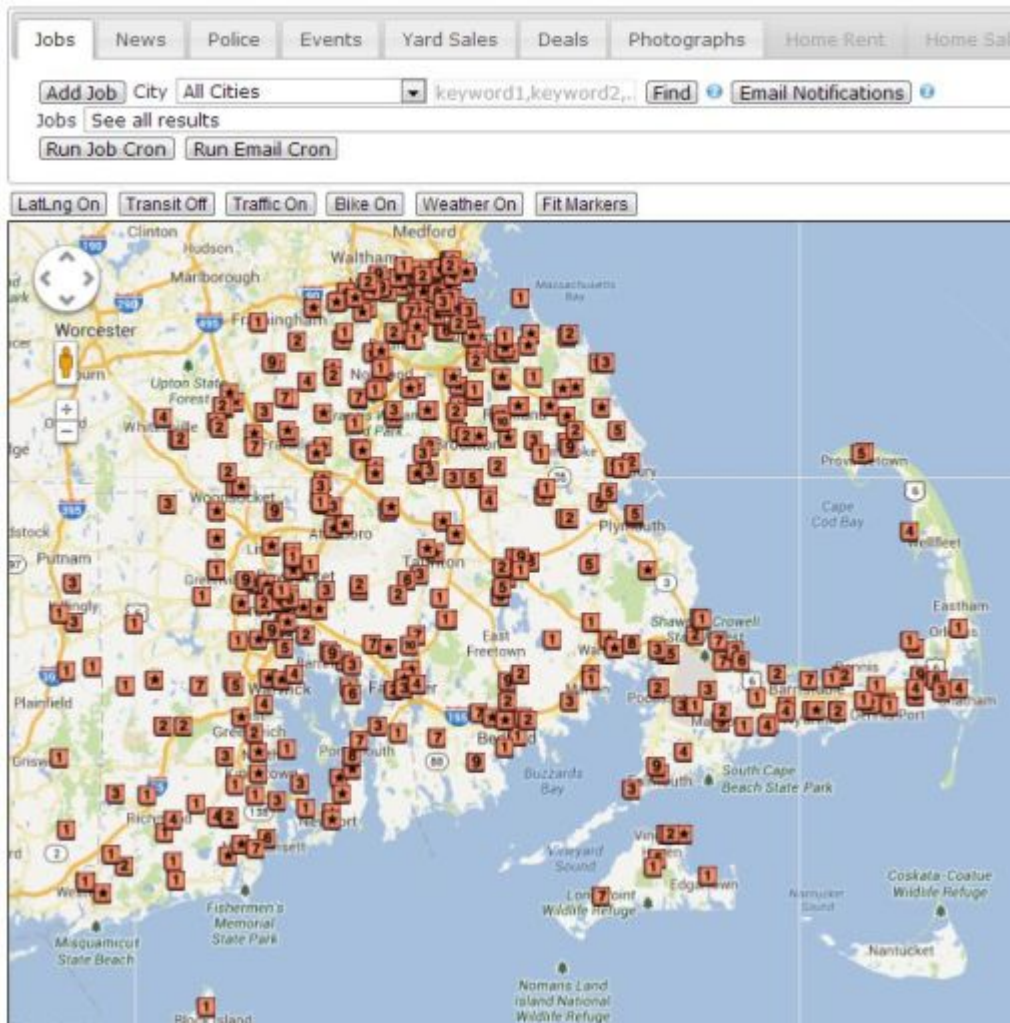


by
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The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on 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. Be sure to also check out our Job Portal to find jobs by location on a map: http://www.newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our **e-mail subscription service**.

If there is not a link to applying for one of the jobs listed, contact Sharon Martin, Business Services Representative at 508-990-4115 or feel free to stop by the Greater New Bedford Career Center. These positions are posted on

mass.gov/jobquest.



Here are the Hot Jobs from the Greater New Bedford Career Center as of October, 3rd, 2013:

- 1. Quality Control Inspector #3074132** – Quality Control Inspector needed for a local manufacturer. Must have at least 10 years of experience in quality control within the manufacturing field, a good “eye” for quality and familiarity with military specs would be helpful. Selected candidate will be inspecting high end products/high end materials.
- 2. Part Time Dishwasher #3082667** – Part time dishwasher position available. Kitchen knowledge, experience preferred. Hours will vary depending on functions and events. Average hours to start will be 4-12 hours (Wed- Sat).
- 3. Cashier #3091704** – Responsible for providing excellent

customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

4. Administrative Specialist #3091711 – Under general supervision of the Purchasing Agent, performs a variety of complex technical work to provide cost effective purchasing procedures in compliance with Massachusetts law.

Must have strong organizational skills. Ability to accurately record and maintain records. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public. Ability to communicate effectively verbally and in writing. Attention to detail and good proofreading skills. Demonstrated computer literacy using standard word processing, spreadsheet software and networked databases.

Graduation from a college or university with a Bachelor's degree in public administration, political science, human resources, business management, or a closely related field, and at least three years' previous related experience; or any equivalent combination of experience and training. Prior experience with the Munis financial software program desired. Massachusetts Certified Public Procurement Officer (MCPPO) certification preferred, or the willingness to become certified.

The City of New Bedford has a Residency Requirement and Mandatory CORI background check per City Council Ordinance effective May 14, 2013.

5. Preschool Teacher (part time) #3073960 – Essential Functions:

- Prepares and delivers daily lesson and activity plans.
- Supervises children in classroom and activities environment.
- Provides a learning environment respectful of a child's learning level and personal experiences.

- Provide an environment conducive to group learning and interactions.
- Make and communicate on-going observations and evaluations necessary for monitoring progress and areas of improvement.
- Conduct conferences and other communications for parent interaction and understanding.
- Maintain required program records and documentation.
- Maintain site and equipment as appropriate; identify and communicate areas of safety concern.
- Qualifications:
 - Minimum High School Diploma; 3 or more years experience working with young children.
 - Current knowledge of state and YMCA standards and regulations specific to early childhood development and child care.
 - Must be EEC qualified.
 - Demonstrated ability to engage in a range of children's educational, recreational, and social activities.
 - Demonstrated ability to make mature judgments in difficult situations.

6. General Production Workers #3073958 – Must be able to move in a fast paced environment, lift and knowledge of a tape measure. Temporary.

7. Carpenters #3096525 – This position requires the ability to install interior and exterior metal framing, rough carpentry, insulation and drywall. The successful candidate will be dependable and have own transportation. OSHA 10-hour certification is a plus. Must be able to lift and/or move up to 100 pounds as well as work in both hot and cold environments on a regular basis. Experience helpful, but will train the right candidate.

8. Tapers/Finishers #3096526 -This position requires the ability to apply 1st, 2nd and finish coats over drywall. The successful candidate will be dependable and have own transportation. OSHA 10-hour certification is a plus. Must be able to lift and/or move up to 50 pounds as well as work in both hot and cold environments on a regular basis. Experienced preferred, but will train the right candidate.

Here are some jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**:

- 1. Per Diem Substitutes Teacher – Global Learning Charter Public School.** Full details and application process **here**.
- 2. English Teacher – Normandin Middle – Grade 8.** Full details and application process **here**.
- 3. Brand Ambassador XM – Assisted Sales Microsoft Xbox One – (Dartmouth).** Full details and application process **here**.
- 4. Human Resource Manager – Cape Air.** details and application process **here**.
- 5. Restaurant Manager – Panera Bread.** Full details and application process **here**.

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