## RCA Electric & Generators is Hiring for Multiple Positions in Massachusetts

RCA Electric & Generators is hiring. Come grow with their busy Electrical & Generator Dealership! They offer competitive salaries, excellent benefits and are hiring for the following positions:

#### Licensed Electrician

We are looking for a licensed electrician for generator installations and light electrical duties.

#### **Essential Functions**

- Strong electrical knowledge base
- Ability to communicate with customers and team about project timelines.
- Knowledge of home stand by generator installation is a PLUS.
- Problem solving skills to test for, locate and repair electrical malfunctions
- Other electrical work as needed
- Safe operation and proper care of company vehicle

#### Job Requirements

- Massachusetts Electrical License— required
- Valid driver's license required

Must maintain necessary licenses and certifications. **Apply HERE** 

#### Journeyman Gas Fitter

We need someone who can work independently and is comfortable talking with customers, co-workers and verifying work details.

#### **Essential Functions**

- Provide gas fitting and repair services for generator customers.
- Envision the best plan for completing a job once on-site.
- Ability to perform customized work with strong knowledge of

code requirements.

- Ability to communicate with customers and team about project timelines.
- Ability to size gas piping accurately.
- Keep company truck stocked with necessary materials at all times.
- Cleanliness and organization of the project and company vehicle.
- Complete jobs on time.
- Ductless AC installation/repair knowledge (or willing to learn) a plus.

#### Job Requirements

- Massachusetts Gas Fitter License (Journeyman) required
- Valid driver's license required

Must maintain necessary licenses and certifications. **Apply HERE** 

#### **Generator Technician**

#### **Essential Functions**

- Offsite engine repairs on industrial and residential power generation equipment
- Engine and electrical diagnostics and troubleshooting
- Generator start-ups
- Preventative maintenance of power generation equipment, including but not limited to oil and filter changes and part replacement
- Safe operation and proper care of company vehicle
- Respond to 24 hour emergency calls for repairs and service, when needed
- Ability to work in a productive manner in all types of weather and environments.
- Possess a strong customer services focus with good verbal communication skills.

#### Job Requirements

• Two or more years of previous hands-on service experience working on 8.5kW — 150kW generators; candidates with limited

electrical experience, but with strong engine experience, will be considered.

• Valid driver's license - required

Must maintain necessary licenses and certifications.

Do you have small engine experience? We will also train the right person! Apply HERE

#### Generator Installer / Electrician's Apprentice

#### **Essential Functions**

- Assist with generator installations.
- Must be willing to take direction from electricians.
- Possess a strong customer service focus with good communication skills.
- Have the physical ability to climb ladders, move heavy objects within OSHA regulations, bend, crawl, stoop, kneel, pull and dig.
- Work in various temperature extremes inside and outside in summer and winter.
- Attention to detail and a good team player.

#### Job Requirements:

- Minimum of 3 years of work experience.
- Must have a goal to obtain electrical license after required work and educational hours are complete.
- Valid driver's license required

Interested in this position? Apply HERE

Want to join the team?

People know RCA for their generators, but the real source of energy around here comes from their dedicated and experienced professionals. If you love a dynamic, challenging and rewarding work environment, this a great opportunity. Whether you're a seasoned professional or just starting out, they would love to hear from you.

#### Benefits of a working at RCA:

Established Electrical & Generator Company for over 30

#### years.

- GREAT team that has over 60 years of experience.
- Medical Insurance
- Retirement Plan
- Paid Holidays / Vacation
- Company Apparel
- Full time positions Monday through Friday, 7:30 am 4 pm.
- Saturday hours may occasionally be available.

#### Apply on our website:

https://rcaelectric.com/careers/
or email resume to:
info@rcaelectric.com



## Monroe Staffing to Hold Drive Thru Job Fair on June 26th in New Bedford

If you're looking for work during this challenging time, Monroe Staffing is looking to help. They will be hosting a Drive Thru Job Fair in New Bedford on June 26th from 12pm to 4pm at New Bedford High School. Get hired from the comfort of

your car! They are looking for Production Workers, Material Handlers, Machine Operators, Wood Assemblers to join our team. Opportunities are available in Fall River and New Bedford.

All attendees MUST remain in their car during the event. Fill out an application and meet with a recruiter without leaving your vehicle. Remember, safety first! Wear a mask at all times during the interview. If you have any health concerns or exhibiting symptoms please stay home. You can still apply for a job today don't wait for unemployment to run out, Act Now! Give us a call at 508-324-3030. Take advantage of well-paying jobs.



## Blount Fine Foods to Host

### Virtual Job Fair on June 23rd

Blount Fine Foods is Hiring and will be hosting a virtual job fair on June 23rd.

Current positions include: Machine operators, Managers, Pack out, Supervisors, Line Technicians and many more. These jobs offer excellent benefits a competitive salary and some of the positions offer bonuses after 90 days (Machine Operators, Mechanics & Line Techs)

To attend the Job Fair online visit this link: https://call.lifesizecloud.com/4032470 on June 23rd from 3pm to 6pm and you will be able to speak with a live recruiter.

Don't want to wait? Apply now: http://www.blountjobs.com/

Blount Fine Foods offers: Competitive wages, medical, dental and vision benefits; 401k with Company match and Profi t Sharing Plan; Paid time off including vacation, sick time and holidays; Education Assistance Program; Life Insurance and Short Term Disability; Discounts on Blount products at Company retail locations. Blount is an equal opportunity employer & prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital, & veteran status.

# VIRTUAL JOB FAIR





# TUESDAY JUNE 23

## 3pm - 6pm

Currently looking to hire: Machine Operators, Pack Out, Machine Mechanics, Managers, Supervisors, Line Technicians, and much more.

Please click on the link below on 6/23/2020 between 3pm-6pm to chat live with one of our recruiters.

You are invited to call Virtual Job Fair on Lifesize.

Join the meeting: https://call.lifesizecloud.com/4032470

Can't attend? Please apply directly online at www.blountjobs.com

Full benefits package, opportunity for growth and some bonuses paid after 90 days (Machine Operators, Machine Mechanics, Line Techs).

# ABC Disposal Service, Inc. is Hiring Class B CDL Drivers

ABC Disposal Service, Inc is a family owned business and was established in 1967 — providing the community with over 50 years of service.

They are seeking qualified candidates for Class B CDL Drivers, you can apply in person at:

Human Resources
ABC Disposal Service, Inc.

1136 Shawmut Avenue New Bedford, MA 02745

Or please send resumes to cavilla@abcdisposal.com

Benefits include: Weekly Pay, Competitive Wages, Health Benefits, 401K Match, Employer Paid Life Insurance and Paid Time Off.





https://abcdisposal.net/

ABC Disposal Service, Inc. is the largest independent family owned solid waste and recycling company in the Southern Massachusetts and Rhode Island market area. With almost 50 years of experience and now servicing over 10,000 Commercial and Industrial Customers and over 45,000 residential customers, we take pride in providing our customers with the finest quality services in the local waste industry. While servicing our customers we collect, transport, and dispose of over 200,000 tons of non-hazardous waste in a safe and environmentally sound manner.

# Valter Rego Masonry is Hiring for Two Full Time Positions

Hardscape / Masonry laborers needed immediately. Valter Rego Masonry is looking for hardworking and reliable individuals with a valid drivers license.

#### Requirements:

Minimum 2 years masonry laboring skills. Able to work in various working conditions in a fast pace environment. The Right individual will grow within company.

#### Benefits to the position:

Competitive salary based on experience & Paid Holidays after 12 month employment (Memorial, 4th of July, Labor Day, Thanksgiving)

The shop is located in Rehoboth.

Hiring now for 2 positions.

#### How to Apply:

Call 401-781-2262 to start the process and set up a phone interview.

https://www.valterregomasonry.net/



# HELP WANTED: Aaron Pools & Spas hiring for construction laborers and service crews

Jump into the pool industry and join one of our hard-working swimming pool construction or service crews! No experience needed. Outdoor work. 40+ hours during peak season. Looking for a skilled and dedicated worker with a positive attitude that shows up when scheduled. No education or experience required. Aaron Pools & Spas at 597 State Road in Dartmouth will train you!

Apply here: https://aaronpoolsandspas.com/our-team/careers

Aaron Pools and Spas has been serving the southeastern Mass. and R.I. area since 1972. They are family owned and operated with over 35 employees. With over 500 years of combined experience, we can handle your backyard needs.

# Nearly a quarter of Massachusetts labor force has filed for unemployment

Chris Lisinski State House News Service

Nearly 900,000 Massachusetts workers, representing almost a

quarter of the state's entire labor force, have filed new claims for unemployment benefits since mid-March as the COVID-19 pandemic and the widespread shutdowns it prompted continue to exert an economic toll.

Labor officials on Thursday reported 3.8 million initial standard unemployment insurance claims submitted nationwide between April 19 and April 25 and more than 70,000 in Massachusetts, the sixth straight week of elevated demand. Service industries such as restaurants and hotels have been hit particularly hard.

Over the past six weeks with the outbreak in full force, more than 30 million Americans have filed new applications for jobless aid in a historic surge. Massachusetts recorded more than 720,000 initial claims for unemployment insurance in the same span.

The state is also more than a week into offering aid to a range of applicants, including gig workers and the self-employed, who did not qualify for benefits until Congress expanded eligibility in the so-called CARES Act last month.

From April 19 to April 25, the Baker administration received 171,598 claims for that program, known as Pandemic Unemployment Assistance, the state Executive Office of Labor and Workforce Development said in a Thursday press release.

The office had said last week that it received more than 200,000 applications in the first three days. A spokesman could not be reached to clarify the difference between applications reported last week and claims reported in Thursday's update.

Many laid off workers are waiting to see when the government will begin easing restrictions that have left non-essential workplaces unable to open their doors to employees, customers or the public. The timing hinges on the success of efforts to bring the ongoing public health crisis under control.

Between unemployment insurance and the expanded PUA program, Massachusetts received 893,607 new claims between March 15 and April 25, the administration said.

Those new claims alone are about 24 percent of the state's adjusted labor force as counted in March, which totaled 3,740,600 workers, according to state data.

Combined with the roughly 2.9 percent seasonally adjusted unemployment rate observed before the start of the outbreak, some experts such as the Pioneer Institute's Greg Sullivan have projected that roughly one in four Massachusetts workers are now out of jobs.

Ongoing claims, which refer to those who seek continuing weeks of benefits, totaled 527,538 in Massachusetts last week, a roughly 14 percent increase over the previous week.

Industries most vulnerable to the economic cliff-plunge have been restaurants, hospitality and retail, according to state data. Among the more than half million workers who sought ongoing benefits last week, the Baker administration reported that 93,168 were in food and accommodation, 69,333 were in retail trade and 66,202 were in health and social assistance.

Worker Adjustment and Retraining (WARN) Act reports, which employers must file if they close facilities or units affecting at least 50 employees or either lay off or cut hours for a significant enough part of their workforce, offer an anecdotal snapshot supporting that trend. Many of the WARN reports filed with the state in last week's updatee came from restaurants such as Friendly's or other tourism-related businesses.

Four Boston hotels — The Ritz-Carlton Boston, InterContinental Hotel Boston, Westin Boston Waterfront and the operator of the Boston Park Plaza Hotel — each reported layoffs some time in the past six weeks affecting 200 or more employees.

The largest total in the most recent WARN update was from Boston University, which listed 1,633 employees affected by layoffs between March 17 and April 7. Colin Riley, a spokesman for the university, told the News Service that the report referred only to student workers in jobs at the school.

"They are all students who held part-time positions at the university," Riley said. "These were positions where the students were unable to work remotely."

All were given two weeks' pay ahead of their layoffs, Riley said, while those in federal work-study programs will continue to receive paychecks through the end of the semester. He added that there have been no layoffs of full-time BU faculty.

The state Department of Unemployment Assistance is paying standard benefits to about 450,000 people and PUA assistance to about 150,000 as of Thursday. Since March 15, the office said in its press release, it has paid more than \$2.3 billion out to almost 700,000 total claimants across both programs.

Weekly benefits max out at \$823. Massachusetts is responsible for standard unemployment insurance using premiums paid by employers, while the federal government will reimburse the costs of both PUA benefits and the additional \$600 per week all recipients get as part of the so-called CARES Act.

The record level of need has dented the state's trust fund used to pay out support. On March 1, the Massachusetts unemployment insurance trust fund had a balance of about \$1.63 billion, and that was down more than half to \$748 million on April 16, according to U.S. Treasury Data.

Gov. Charlie Baker sought a \$1.2 billion loan from the federal government in early April, writing that he believes Massachusetts will need injections of \$900 million to cover costs in May and \$300 million for June.

# Massachusetts Announces Initial Implementation Of New Federal Unemployment Benefits From CARES Act

BOSTON — The Baker-Polito Administration today announced details for the initial implementation of federal unemployment benefits in the CARES Act, the federal based COVID-19 relief package. This federal program, enacted on March 27, 2020, will be administered by states. Today's announcement reflects the first set of partial guidance that Massachusetts will immediately implement to support unemployed workers. The Department of Unemployment Assistance (DUA) is moving swiftly to implement the new benefit programs and awaits additional guidance from the federal government for the remainder of benefits authorized by the CARES Act.

Understanding the great urgency of Commonwealth residents to access these benefits, DUA issued new guidance to instruct all residents of what actions they can take now.

Federal Pandemic Unemployment Compensation (FPUC): For Individuals Currently Collecting Benefits From Regular Unemployment Compensation:

**Overview:** An additional \$600 per week for individuals collecting benefits from regular unemployment compensation is being implemented by DUA. The additional \$600 will be added to unemployment benefits retroactive to March 29, 2020 and will begin being disbursed to claimants this week.

The FPUC program will provide an additional \$600 per week to

individuals who are collecting regular Unemployment Compensation (UC), Pandemic Emergency Unemployment Compensation (PEUC), Pandemic Unemployment Assistance (PUA), Extended Benefits (EB), Trade Readjustment Act (TRA), and Disaster Unemployment Assistance (DA). The Department has already begun implementing the FPUC program for regular UC claimants. The \$600 will be added to all eligible weeks of benefits retroactive to March 29, 2020 and continuing until July 31, 2020. FPUC monetary disbursements will begin immediately in Massachusetts for those who are currently collecting benefits on regular UC claims. Those receiving PEUC, PUA, and EB will receive the additional \$600 payments retroactive to March 29, 2020 as soon as their claims are processed and determined eligible.

Next Steps For Claimants: Eligible claimants who are already receiving UI do not need to do anything for the additional \$600 to be added to their weekly benefit amount. This benefit will be available for all new claimants filing for regular Unemployment Compensation as well, which can be done at www.mass.gov/unemployment/covid-19

**Pandemic Unemployment Assistance (PUA):** For Individuals Not Covered Under Traditional Unemployment Insurance (Self-Employed, Gig Economy Workers, Others):

**Overview:** A benefit will be available for individuals not covered under traditional unemployment insurance like the self-employed or gig workers or those who do not qualify for lack of wages. DUA is now working with a vendor to build a new platform to disburse those benefits. This platform is expected to begin processing claims on or about April 30, 2020.

PUA will provide up to 39 weeks of unemployment benefits to individuals who are not working as a result of COVID-19 and are self-employed, independent contractors, gig economy workers, and others who otherwise would not qualify for regular UC or EB under state or federal law or PEUC. These

individuals will not be able to claim benefits directly through the UI Online System in Massachusetts, as of this time. The Department of Unemployment Assistance has engaged a vendor to build a new platform to disburse PUA benefits. The platform is expected to begin accepting PUA claims by April 30, 2020. Eligible claimants under PUA will be retroactively compensated with this benefit beginning February 2, 2020, or the first week a claimant was unable to work as a result of COVID-19, whichever date is later. The last week this benefit is payable is the week ending December 26, 2020.

Next Steps For Claimants: Eligible claimants should continue to check for updates at www.mass.gov/unemployment/covid-19 on the new platform, which will be ready this month. Once the system is up and running, eligible claimants will receive this benefit backdated to February 2, 2020, or the first week a claimant was unable to work as a result of COVID-19.

Pandemic Emergency Unemployment Compensation (PEUC): For Individuals Who Exhausted

#### **Previous UI Benefits:**

**Overview:** A 13-week extension of benefits for individuals who exhausted their previous benefits — is not yet available as DUA continues to await federal implementation guidance.

The PEUC program provides up to 13 weeks of unemployment insurance benefits to individuals who have exhausted their previous unemployment benefits. The first week a claimant can be compensated on this benefit is the week beginning March 29, 2020, and the last payable week is the week ending December 26, 2020. The Department of Unemployment Assistance is awaiting additional federal guidance on how to implement and administer this program and the extended weeks of PEUC benefits are not yet available.

Next Steps For Claimants: No action at this time. Eligible claimants should continue to check for updates, which will be

made available as soon as the state receives information from the federal government.

DUA is committed to moving as quickly as possible to get workers the benefits they deserve during these unprecedented times and will continue to communicate with the public about the status of these benefit programs.

# The South Coast Hot Jobs List - March 15, 2020

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of March 08, 2020. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

General Manager/Front Desk - Dockside Inn (Oak Bluffs)

"Why go to work in the real world this summer when you can be on Martha's Vineyard?"

Front desk general manager position for both the Dockside Inn and the Oak Bluffs Land and Wharf Tour company. They will share duties with both companies and will be paid between \$900-\$1100 for a 40 hour commitment per week. Applicants DO NOT need prior experience in the hotel or hospitality field to apply.

The job comes with a subsidized 1 bedroom apartment for \$900/Mo with all furnishing, cable, internet and laundry service. It has a full kitchen, private bath and living room

dining area. The apartment is located at the Dockside Inn which is less than 100 yards from the nearest beach.

The Job commitment is from April 15-November 1.

Duties include running the daily operations of a boutique hotel and all required duties as well as our sister tour company. This Job is perfect for a recent graduate to get their feet wet in the hospitality business.

Job applicants should email their resume to: DocksideJVT@gmail.com

http://www.vineyardinns.com/



Job Fair — Kilburn Mills (New Bedford)

Are you a talented job seeker looking to start your career? Do you have a career but want to switch jobs?

The Kilburn Event Center — the SouthCoast's premier event facility overlooking beautiful Buzzards Bay, is hosting their

annual Kilburn Career Fair on **Thursday, March 19th from 11 AM** - **6 PM.** Visit and share our event page with friends: https://www.facebook.com/events/476039759725282/

Participants will be featuring and offering potential employment positions in the areas of Lodging, Tourism, Recreation, Amusement, Restaurant, Food & Beverage, Casino, Country Club, Food Service and Healthcare. Supervisory as well as Management positions will also be available.

This event is for all ages and skill levels, from local high school students and graduates, to college graduates with specific degrees and skill sets, and will allow job seekers the opportunity to interact with a large number of local hiring managers and representatives.



Kilburn is excited to bring a variety of businesses under one roof and hope you'll join us! Our goal is get you in the job of your dreams for 2020!

Kilburn Mills Event Center 127 West Rodney French Blvd. New Bedford MA 02744

Are you an employer looking to hire? VENDOR SPACE IS NOW AVAILABLE

Reserve your booth by contacting kellie@kilburnmill.com or by calling (508) 990-3500 for more information.



## Machine Operator/Extrusion - Atkore International (New Bedford)

Atkore International Group Inc. is a leading manufacturer of Electrical Raceway products, primarily for the non-residential construction and renovation markets, and Mechanical Products & Solutions for the construction and industrial markets. Our mission is to be the customer's first choice for electrical raceway and mechanical products and solutions, by providing unmatched quality, delivery and value based on sustainable excellence in strategy, people and processes.

Our business is comprised of two reporting segments, Electrical Raceway and Mechanical Products & Solutions, with total annual revenue of \$1.6 B. Electrical Raceway has 2 business units, Cable Solutions and Conduit & Fittings, totaling just over \$1B in annual revenue. Mechanical Products is a stand-alone business unit with about \$600M in annual revenue.

Our global locations include 58 manufacturing and distribution centers in the US, Canada, the United Kingdom, China,

Australia, and New Zealand with over 3,600 employees.

AFC Cable Systems, a part of Atkore International, currently has openings for a 2nd Shift Machine Operator in our New Bedford, MA facility. Most openings will be 2nd Shift (4pm — Midnight), Monday through Friday (occasional Saturdays may be required) however training may take place on any shift. The starting pay is 17.70 per hour.

The primary responsibilities of this role include set up, operation, inspection and adjustment of large machinery. Performs operations on assigned machines. May perform simple or routine set-ups. Notifies machine set-up/adjuster if more complex tool or machine adjustments are required. Operates computer console as needed. Uses simple measurement instruments to check work. Completion of necessary paperwork and maintaining clean and organized work area.

#### Requirements:

- High school diploma or equivalent required.
- Previous experience working in a fast-paced manufacturing environment strongly preferred.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions.
- Must have the ability to understand, and carry out verbal and written instructions in English.
- Ability to meet physical requirements including: a variety of standing, sitting and walking throughout the day.
- Must be capable of lifting, pulling or pushing at least 50 lbs.
- Must be willing to work in a fast paced manufacturing environment; ability to withstand loud noises, strong smells and extreme temperatures.
- Must possess basic skills in order to maintain safe operation as required by particular job task.
- Must keep working area neat and orderly.
- Must be willing to work overtime.
- Must have dependability, good attendance and strong work

ethic.

• The ability to align with our core values — Accountability, Teamwork, Integrity, Respect, Excellence.

#### Our Culture Drives Value

Atkore's culture is created from the disciplined use of the Atkore Business System (ABS), which is a critical part of our mission and a foundational system based on excellence in People, Strategy, and Processes, tied together with Lean Daily Management (LDM) to manage and sustain the business we have today, and Strategy Deployment Process (SDP) to create the business we aspire to become.

Having the right talent in the right roles enables successful ABS execution, improves our customer's experience, and delivers breakthrough results. Said another way, that's how we win!

#### **Great Leaders Drive Value**

Atkore is committed to creating an engaged and aligned workplace that helps drive an accountable and performance-based culture. Our team possesses a willingness to strive for breakthrough results, stays focused on being standout leaders, and fully supports decisions of the Company after robust debate. We consistently live the Atkore mission, learn our strategic priorities and link behaviors to those priorities, all in a way that's consistent with our core values. Together, we build stronger leaders and improve customer satisfaction which positively increases the overall value of the enterprise.

#### Atkore Delivers Value to You

Atkore International is an Equal Opportunity Employer and does not discriminate because of age, color, disability, ethnicity, marital or family status, national origin, race, religion, sex, sexual orientation, gender identity, military veteran status, or any other characteristic protected by law. Atkore International is a diverse company that believes its employees are the foundation for investing in its future, through the understanding that awareness and acceptance of our individual difference enhance inclusion and promote engagement and alignment. Diversity and inclusion are keys to growing our business and providing a work environment that fosters contributions by all employees.

Our dedicated employees are recognized for their commitment to our customers and making our company better than it was the day before. Join our team and align yourself with an industry leader!

Interested in applying? See full details and how to apply here

#### Warehouse Worker/Package Handler - UPS (Dartmouth)

**Shift:** Sunrise (4:00 AM - 9:00 AM), Night (11:30 PM - 3:30 AM)

Find out what you'll become as a Package Handler at UPS. In this fast-paced warehouse job, you'll lift, lower and slide packages up to 70 lbs. You'll typically work  $3\frac{1}{2}-4$  hour shifts, approximately  $17\frac{1}{2}-20$  hours per week in this part-time or seasonal role. As part of the UPS team, you'll receive a competitive hourly rate and an attractive benefits package. Take the next step on your career journey as a Package Handler/Warehouse Worker at UPS.

If you're a student at an approved college, university, trade or technical school, UPS offers an educational assistance program that could provide you with up to \$25,000 for tuition, books and fees. If you qualify, you'll be eligible for the program on your first day of work at UPS.

UPS is an equal opportunity employer. UPS does not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law

Interested in applying? See full details and how to apply here

#### Cannabis Sales Consultant - PharmaCannis (Wareham)

The Cannabis Sales Consultant is responsible for creating a world class customer experience for each and every customer who walks in the store. it will promote a work environment that is positive, customer service-oriented and compliant. This position is accountable for executing initiatives that achieve all hospitality goals at PharmaCann.

This includes responsibility for compliance with all policy and procedures and all other operational objectives of the business, as well as executing visual standards and presentation needs to customer requirements, product performance, along with sales and marketing objectives. The ideal candidate should be passionate about their role and have a strong willingness to help people become educated about cannabis.

#### **Duties and responsibilities or (Essential Functions)**

- Meet & Exceed personal sales volume and KPI goals
- Assist in building a great company and business that disrupts the traditional retail model and embrace change
- Add value to the team by being authentic and confident selfleader who strives to execute our world class hospitality program.
- Drive repeat business through strong local networking and customer data capture, patient confidence inspiration and building of patient loyalty
- Execute high customer experience standards, to include a world class culture and industry leading customer engagement through strong sales techniques and product knowledge
- Accountable for accurately utilizing PharmaCann's Point of Sale system
- Execute PharmaCann's dispensary protocols including safety protocols

• Other duties as assigned by the General Manager.

#### **Qualifications**

- Minimum 21 years of age
- Minimum 2 years' experience with customer service in retail
- Strong analytical skills to assess data, facts and figures
- Intermediate-level math skills
- Strong Computer-based skills
- Dynamic interpersonal and communication skills
- Business-minded personality
- A highly self-motivated and ethical individual

#### Working conditions

- This job operates in a professional store environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.
- This position requires weekends, nights and holiday work availability.
- May require minimal travel.

#### Physical requirements

While performing the duties of this job, the employee is regularly required to talk and hear. This employee is frequently required to stand, walk, use hands or feet, reach with hands and arms and may be required to lift a up to 50 pounds.

#### **Additional Information**

All your information will be kept confidential according to EEO guidelines.

PharmaCann, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. We value diversity, military service, and law enforcement experience. Compensation is competitive and will be commensurate with experience. Benefits are available.

Interested in applying? See full details and how to apply here

#### Sales Consultant/Computing — Best Buy (Dartmouth)

#### What does a Sales Consultant do?

The Sales Consultant ensures Best Buy delivers a world-class customer experience as THE destination and authority for technology products and services. You will provide velocity and solution support to solve customer needs to ensure that no customer is left unserved or underserved.

#### As the Sales Consultant you will:

- Implement assigned responsibilities from store leadership in outlet area to engage customers using selling skills to build complete, connected solutions while maintaining a balance of high velocity and high service.
- Ensure inventory and merchandising standards are maintained in outlet store area.
- Demonstrate excellence in execution of selling skills, and selling strategy as evidenced by coaching forms and Customer Metrics (NPS and Mystery Shops).
- Support sales strategies in partnership with the Sales Manager to achieve operating results, growth objectives, and overall financial performance goals.

#### What are the Professional Requirements of a Sales Consultant?

- Ability to work successfully as part of a team
- Ability to work a flexible schedule inclusive of holidays, nights and weekends
- 3 months experience working in customer service, sales or related fields

#### What are my rewards and benefits?

Surrounded by the latest and greatest technology, a team of amazing coworkers and a work environment where anything is possible, you'll find it easy to be your best when you work at Best Buy. While you're making technology work for our customers, we're making sure Best Buy works for you with our pay for performance philosophy. At Best Buy we offer top salaries for management, including both short and long term

incentive plans based upon business results, as well as endless opportunities to grow in a dynamic work environment that's part of an industry that never sleeps. From tuition reimbursement to deep employee discounts, to health, wealth and wellness benefits, we believe the success of our company depends on the passion of employees for learning, technology and people.

Interested in applying? See full details and how to apply here

#### Self Checkout Host/Cashier - Wal-mart (Fairhaven)

Part-time, \$12.75 /hour

We want you to be apart of our Wal-mart Front End Team! Please apply at https://careers.walmart.com, select "Walmart Store Jobs," select "Cashier/Front End" and proceed through assessments required to determine your hiring eligibility.

#### Self Check Out Host:

- Maintains area of responsibility in accordance with company policies and procedures by properly handling claims and returns
- Zoning the area; arranging and organizing merchandise and supplies;
- Identifying shrink and damages
- Ensuring a safe work environment
- Operates equipment and maintains functionality of self-checkout area by ensuring self check out (SCO) registers are operational (for example, ordering, stocking, reloading receipt paper), encouraging customers to use self checkouts
- Explaining functionality of the registers and current updates
- Directing customers with smaller baskets to SCO kiosks and those with larger baskets to belted lanes
- Assisting customers with questions and register prompts
- Keying items Universal Product Code (UPCC)
- Suspending transactions and completing transactions as

needed.

#### Job Description:

- Presents information to small or large groups and individuals.
- Sits or stands for long periods of time.
- Communicates effectively in person or by using telecommunications equipment.
- Grasps, turns, and manipulates objects of varying size and weight, requiring fine motor skills and hand-eye coordination.
- Visually verifies information, often in small print.
- Reads information, often in small print.
- Visually locates merchandise and other objects.
- Visually inspects equipment.
- Reaches overhead and below the knees, including bending, twisting, pulling, and stooping.
- Moves, lifts, carries, and places merchandise and supplies weighing up to 25 pounds without assistance.

#### **Experience:**

- Customer service: 1 year (Preferred)
- Cashiering: 1 year (Preferred)

#### Additional Compensation:

- Bonuses
- Store Discounts

#### **Benefits:**

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Other

#### Hours per week:

- 10-19
- 20-29

#### Pay Frequency:

• Bi-weekly or Twice monthly

#### This Company Describes Its Culture as:

- Detail-oriented quality and precision-focused
- Innovative innovative and risk-taking
- Outcome-oriented results-focused with strong performance culture
- Stable traditional, stable, strong processes
- People-oriented supportive and fairness-focused
- Team-oriented cooperative and collaborative

#### This Job Is:

- A job for which military-experienced candidates are encouraged to apply
- Open to applicants who do not have a high school diploma/GED
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A good job for someone just entering the workforce or returning to the workforce with limited experience and education
- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma

#### Schedule:

- Weekends required
- Other

Interested in applying? See full details and how to apply here

#### Utility Worker — Veolia North America (New Bedford)

```
*Union Role
```

\*Swing shift; (2) midnights, (3) 3-11's

#### Main Job Duties:

• Cleans process tanks, galleries, drains, culverts,

structures, and process spills and upset as required.Cleans facility grounds, maintains roadways, walkways, fencing, gates and parking areas and removes litter using brooms and rakes.

- Cleans out drainage, culverts and gutters using shovel and rakes. Digs and/or refills ditches and holes. Breaks, removes, and repairs concrete. Collects and disposes of trash and other waste materials. Uses snow removal equipment as required.
- Maintains appearance of plant grounds by cutting, trimming or weeding grass, shrubs, trees and ornamental planting beds.
- Washes and cleans vehicles. Performs clean up and housekeeping tasks for work area, tools and equipment.
- Operates machinery, vehicles, material handling equipment and tools as necessary to move materials and supplies. Loads and unloads vehicles, carts, trailers and other equipment as required. Moves parts, equipment, boxes and/or furniture from one

#### Requirements:

- HS Diploma or GED required
- Must have a have the ability to read, write and comprehend English (operational, process, safety and quality instructions).
   Ability to perform basic math.
- At least six months years experience in a related position and environment preferred.
- Experience with a variety of machinery, vehicles, material handling equipment, hand and power tools preferred. Must have ability to quickly learn how to safely operate specialized machinery for care of roads, grounds, galleries, structures and facilities.
- Must demonstrate ability to work in a team environment and willingness to assume additional or new responsibilities readily.
- Must have a valid driver's license with a safe driving record.

Job Type: Full-time

Salary: \$23.62 to \$25.98 /hour

#### **Benefits:**

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off

#### Schedule:

- Night shift
- Overnight shift

Interested in applying? See full details and how to apply here

# Legal Secretary/Paralegal — Horan McLean Law (New Bedford) Full-time, \$30,000.00 to \$50,000.00 /year

Very busy Southcoast law firm — immediate need experienced legal secretary, experience in family law, estate planning and administration and general law practice management. Must be proficient in Word, Outlook, excellent typing skills, able to multi-task, excellent client relationship skills, team player.

- Provide administrative support to one or more lawyers
- Greet visitors and perform initial screening of clients
- Answer phone calls, take notes/messages and redirect calls when appropriate
- Produce and file various legal documents such as pleadings, motions, agreements
- Knowledge of Court system and dealing with court personnel including clerk's office and staff
- Prepare and review discovery
- Familiarity with domestic relations law and Pleadings
- Estate planning and administration skills
- Attention to Detail
- Excellent Computer Skills
- Ability to multitask

#### **Experience:**

• Typing: 1 year (Preferred)

- Customer Relationship Management: 1 year (Preferred)
- Microsoft Word: 1 year (Preferred)
- Family Law: 1 year (Preferred)
- Microsoft Outlook: 1 year (Preferred)

#### Minimum Previous Legal Responsibility:

• Intermediate (Preferred)

#### Additional Compensation:

Bonuses

#### **Benefits:**

- Health insurance
- Paid time off

Interested in applying? See full details and how to apply here

#### Dishwasher - The Black Whale

Exciting New Bedford Waterfront Restaurant! As a Dishwasher, you are a valuable member of the heart of the house team! You will be a member of a cohesive team that supports each other's success in a fast-paced environment.

#### What you will do:

- Maintain the flow of all of the restaurant washables.
- Ensure that everything is cleaned properly for preparing and serving food to our guests.
- Deep all station floors, counters, tools, cutting boards, and preparation surfaces clean and sanitized at all times.

#### Perks of the job:

- Great pay
- Flexible Schedules
- 50% off food
- Growth Opportunities
- A Dishwasher is responsible for serving our guests with unparalleled hospitality to create unforgettable guest and team member experiences every day! If this sounds like you,

please apply today!

#### **REQUIREMENTS**

- Ability to understand and follow direction from others.
- Ability to work in a high-volume, fast-paced work environment.

Interested in applying? See full details and how to apply here

#### Greeter - SpeeDee Oil Change & Auto Service (New Bedford)

#### Job Description:

The Greeter is responsible for establishing and maintaining good customer relations, accurately completing written work orders, providing customers with excellent service and serving as the initial customer contact point.

#### Responsibilities include but aren't limited to:

- Greeting the customer
- Writing up customer and vehicle information
- Performing all duties of the Fluid Services Technician as needed
- Presenting maintenance service options to customers

#### Requirements:

- Commitment to excellence at all levels of service
- Automotive and retail experience helpful
- Cheerful and friendly communication skills
- Enthusiastic attitude and strong work ethic
- Clean and neat appearance
- Clear and effective telephone skills
- Valid state driver's license

Interested in applying? See full details and how to apply here

#### Sales Associate - Hot Topic Inc. (Dartmouth)

Join the loudest store in the mall! We're looking for music

and pop culture fanatics to help create the best experience for our customers. As a Hot Topic Sales Associate, you'll be a huge part of our success by providing the best customer service, ensuring that fellow fans are able to get their hands on the Merch they love. You'll share your fandom knowledge, stock and replenish product, and help merchandise the store in a visually appealing way, all while being hyper focused on the in-store experience.

#### WHAT YOU'LL DO

- Provide an amazing shopping experience that will encourage customers to return. They'll be impressed by your product knowledge, customer experience skills and use of the Force
- Cover the sales floor zone and ensure that assigned areas are up to visual standards
- Work the register; you'll process sales transactions and use your fandom knowledge to drive add on sales
- Assist with planogram changes including store map, wall, fixture, & merchandising mix
- Let your voice be heard! You'll communicate fashion & music trend information to management and respective HQ partners
- While we welcome wizards, we don't like it when spells are stolen. You'll work with Store Management to ensure there's no misuse of spells and wizardry around theft
- Support the maintenance of the mother ship; you'll help keep the stock room organized and the store tidy
- Any other activities as assigned by your Store Leader

#### WHAT YOU'LL NEED

- Previous experience working in a retail environment. If you love music and pop culture, you're in the right place!
- Superpowers in providing customer service and selling
- You'll have to be at least 16 years of age to join the fandom force
- Avenger like collaboration and communication skills
- The usual retail stuff: able to stand and walk around during scheduled hours, reaching for Merch using ladder, step stool

and poles. You'll also have to be able to move around boxes awesome merchandise that may weigh up to 50 pounds

Interested in applying? See full details and how to apply here

#### Team Member - Domino's Pizza

Part-time, \$12.75 to \$14.00 /hour

You got game? You got spring in your step? You want the best job in the world! And schedules that work with you, not against you? That's right, we live to beat the rush and make it possible to make, bake or take pizzas during the hungry hours of the day and night, part or full time. You'll have plenty of time left over for school, hanging with your friends, or whatever. Sound good? Even if you just need a second job for some extra cash, Domino's Pizza is the perfect place for you.

We are searching for qualified Team Members with personality and people skills. We're growing so fast it's hard to keep up, and that means Domino's has lots of ways for you to grow (if that's what you want), perhaps to management, perhaps beyond. Whether it's your hobby, main-gig, or supplemental job, drop us a line. We're bound to have just the thing for you.

We take pride in our team members and our team members take pride in Domino's Pizza! Being the best pizza delivery company in the world requires exceptional team members working together. At Domino's Pizza, our people come first!

#### As part of our crew, your responsibilities will include:

- Operating all equipment.
- Stocking ingredients from delivery area to storage, work area, walk-in cooler.
- Preparing products
- Receiving and processing telephone orders.
- Taking inventory and completing associated paperwork.
- Cleaning equipment and facility approximately daily.

• We offer flexible scheduling and competitive wages for all team members.

Domino's is an equal opportunity employer.

#### **REQUIREMENTS**

- Must be 18 years of age or older
- Ability to comprehend and give correct written instructions.
- Ability to communicate verbally with customers and coworkers to process orders both over the phone and in person.
- Ability to add, subtract, multiply, and divide accurately and quickly (may use calculator).
- Must be able to make correct monetary change.
- Verbal, writing, and telephone skills to take and process orders.
- Motor coordination between eyes and hands/fingers to rapidly and accurately make precise movements with speed.
- Ability to enter orders using a computer keyboard or touch screen.

Interested in applying? See full details and how to apply here

Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.

# The South Coast Hot Jobs List - March 08, 2020

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of March 08, 2020. Click the right arrow to browse the next job. Want your job listed

\_\_\_\_\_

#### Job Fair - Kilburn Mills (New Bedford)

Are you a talented job seeker looking to start your career? Do you have a career but want to switch jobs?

The Kilburn Event Center — the SouthCoast's premier event facility overlooking beautiful Buzzards Bay, is hosting their annual Kilburn Career Fair on **Thursday, March 19th from 11 AM** — **6 PM.** Visit and share our event page with friends: https://www.facebook.com/events/476039759725282/

Participants will be featuring and offering potential employment positions in the areas of Lodging, Tourism, Recreation, Amusement, Restaurant, Food & Beverage, Casino, Country Club, Food Service and Healthcare. Supervisory as well as Management positions will also be available.

This event is for all ages and skill levels, from local high school students and graduates, to college graduates with specific degrees and skill sets, and will allow job seekers the opportunity to interact with a large number of local hiring managers and representatives.



Kilburn is excited to bring a variety of businesses under one roof and hope you'll join us! Our goal is get you in the job of your dreams for 2020!

Kilburn Mills Event Center 127 West Rodney French Blvd. New Bedford MA 02744

## Are you an employer looking to hire? VENDOR SPACE IS NOW AVAILABLE

Reserve your booth by contacting kellie@kilburnmill.com or by calling (508) 990-3500 for more information.



## Team Member — Domino's Pizza

Part-time, \$12.75 to \$14.00 /hour

You got game? You got spring in your step? You want the best job in the world! And schedules that work with you, not against you? That's right, we live to beat the rush and make it possible to make, bake or take pizzas during the hungry hours of the day and night, part or full time. You'll have plenty of time left over for school, hanging with your friends, or whatever. Sound good? Even if you just need a second job for some extra cash, Domino's Pizza is the perfect place for you.

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- Receiving and processing telephone orders.
- Taking inventory and completing associated paperwork.
- Cleaning equipment and facility approximately daily.
- We offer flexible scheduling and competitive wages for all team members.

Domino's is an equal opportunity employer.

#### **REQUIREMENTS**

- Must be 18 years of age or older
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- Ability to communicate verbally with customers and coworkers to process orders both over the phone and in person.
- Ability to add, subtract, multiply, and divide accurately and quickly (may use calculator).
- Must be able to make correct monetary change.
- Verbal, writing, and telephone skills to take and process orders.
- Motor coordination between eyes and hands/fingers to rapidly and accurately make precise movements with speed.
- Ability to enter orders using a computer keyboard or touch

screen.

Interested in applying? See full details and how to apply here

# Medical Receptionist — Prime Medical Associates (Dartmouth) Full-Time, \$14.00 to \$15.00 /hour

## General Summary and Job Overview:

- Follow established protocols and procedures, assists providers in treatment of patients. Performs in accordance with the facility's policies and procedures.
- Follows the facility's standards for ethical business conduct.
- Conducts self as a positive role model and team member.
- Participates in facility committees, meetings, in-services, and activities.

#### **Principal Duties and Responsibilities:**

- 1. Assist with patient care.
- 2. Be knowledgeable in the operation of all medical devices and equipment used during the workday.
- 3. Be knowledgeable regarding systems necessary to check appointments and patient reports. Effectively troubleshoot minor problems. Notify appropriate personnel of equipment malfunctions and repairs as needed.
- 4. Perform injections as certified and permissible by law and in accordance with established protocols and procedures.
- 5.. Responsible for cleaning exam room(s) and maintaining equipment between patients and at the end of the day in accordance with established protocol; documents accordingly. Maintain a clean work area, prepare the equipment, patient room(s), and stock supplies.
- 6. Execute paperwork as necessary for each patient.
- 7. Maintain effective working relations, be flexible in all shift coverage and overtime situations as they become necessary.

#### **Oualifications:**

- 1. Successful completion of a degree or certificate program in Medical Assisting.
- 2. Relevant professional experience preferred.

#### **Experience:**

- EMR systems: 1 year (Preferred)
- Medical terminology: 1 year (Required)

#### License:

• Certified Clinical Medical Assistant (CCMA) (Preferred)

#### Language:

- English (Required)
- Spanish (Preferred)
- Portuguese (Preferred)

#### **Benefits:**

Health insurance

Interested in applying? See full details and how to apply here

#### Cannabis Sales Consultant - PharmaCannis (Wareham)

The Cannabis Sales Consultant is responsible for creating a world class customer experience for each and every customer who walks in the store. it will promote a work environment that is positive, customer service-oriented and compliant. This position is accountable for executing initiatives that achieve all hospitality goals at PharmaCann.

This includes responsibility for compliance with all policy and procedures and all other operational objectives of the business, as well as executing visual standards and presentation needs to customer requirements, product performance, along with sales and marketing objectives. The ideal candidate should be passionate about their role and have a strong willingness to help people become educated about cannabis.

## Duties and responsibilities or (Essential Functions)

- Meet & Exceed personal sales volume and KPI goals
- Assist in building a great company and business that disrupts the traditional retail model and embrace change
- Add value to the team by being authentic and confident selfleader who strives to execute our world class hospitality program.
- Drive repeat business through strong local networking and customer data capture, patient confidence inspiration and building of patient loyalty
- Execute high customer experience standards, to include a world class culture and industry leading customer engagement through strong sales techniques and product knowledge
- Accountable for accurately utilizing PharmaCann's Point of Sale system
- Execute PharmaCann's dispensary protocols including safety protocols
- Other duties as assigned by the General Manager.

## **Qualifications**

- Minimum 21 years of age
- Minimum 2 years' experience with customer service in retail
- Strong analytical skills to assess data, facts and figures
- Intermediate-level math skills
- Strong Computer-based skills
- Dynamic interpersonal and communication skills
- Business-minded personality
- A highly self-motivated and ethical individual

## **Working conditions**

- This job operates in a professional store environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.
- This position requires weekends, nights and holiday work availability.
- May require minimal travel.

## Physical requirements

While performing the duties of this job, the employee is regularly required to talk and hear. This employee is frequently required to stand, walk, use hands or feet, reach with hands and arms and may be required to lift a up to 50 pounds.

#### Additional Information

All your information will be kept confidential according to EEO guidelines.

PharmaCann, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. We value diversity, military service, and law enforcement experience. Compensation is competitive and will be commensurate with experience. Benefits are available.

Interested in applying? See full details and how to apply here

### Sales Consultant/Computing — Best Buy (Dartmouth)

#### What does a Sales Consultant do?

The Sales Consultant ensures Best Buy delivers a world-class customer experience as THE destination and authority for technology products and services. You will provide velocity and solution support to solve customer needs to ensure that no customer is left unserved or underserved.

## As the Sales Consultant you will:

- Implement assigned responsibilities from store leadership in outlet area to engage customers using selling skills to build complete, connected solutions while maintaining a balance of high velocity and high service.
- Ensure inventory and merchandising standards are maintained in outlet store area.
- Demonstrate excellence in execution of selling skills, and selling strategy as evidenced by coaching forms and Customer Metrics (NPS and Mystery Shops).

• Support sales strategies in partnership with the Sales Manager to achieve operating results, growth objectives, and overall financial performance goals.

#### What are the Professional Requirements of a Sales Consultant?

- Ability to work successfully as part of a team
- Ability to work a flexible schedule inclusive of holidays, nights and weekends
- 3 months experience working in customer service, sales or related fields

#### What are my rewards and benefits?

Surrounded by the latest and greatest technology, a team of amazing coworkers and a work environment where anything is possible, you'll find it easy to be your best when you work at Best Buy. While you're making technology work for our customers, we're making sure Best Buy works for you with our pay for performance philosophy. At Best Buy we offer top salaries for management, including both short and long term incentive plans based upon business results, as well as endless opportunities to grow in a dynamic work environment that's part of an industry that never sleeps. From tuition reimbursement to deep employee discounts, to health, wealth and wellness benefits, we believe the success of our company depends on the passion of employees for learning, technology and people.

Interested in applying? See full details and how to apply here

## Mail Services Associates - Reynolds DeWalt

Reynolds DeWalt, located in the New Bedford industrial park is seeking qualified applicants to join their team! **Apply Here:** https://www.reynoldsdewalt.com/employment-opportunities/

#### MAIL SERVICES ASSOCIATES

Direct Mail Operations Department looking for an experienced

and motivated mail technician.

- Full-Service IMB comprehension a plus.
- Full-time positions, 1st and 2nd shifts available
- Insurance benefits
- 401K with match after a 90-day review.
- Union Shop

#### **Essential Duties and Responsibilities**

Responsible for assisting management in coordinating all aspects of client's mailing, including submission electronic postal paperwork, following detailed instructions on special jobs, inkjet operations, insert operations, lettershop applications.

- Set up and operate inkjet and inserting machines.
- Pick product for projects
- Maintain USPS mailing equipment inventory
- Coordinate proofing and sign-offs with client service representatives.
- Monitor timelines to ensure successful firm mail drop dates.

## **Education and Experience**

- High school diploma or equivalent preferred.
- Years of experience required: 5

### Skills/Qualifications

- Ability to follow verbal directions.
- Ability to read instructions in English.
- Ability to solve problems.
- Ability to work in a team environment.
- Ability to work in a fast-paced environment.
- Ability to perform quality control.

## **Physical Demands**

- Ability to stand for extended periods of time.
- Repetitive use of hands, fingers and arms.
- Ability to demonstrate fine dexterity skills.

- Ability to move about the facility.
- Ability to climb, bend, reach, kneel and crouch.
- Ability to lift up to 25 pounds.
- Ability to wear Personal Protective Equipment (PPE) as needed.

#### Work Environment

- Exposure to loud noise level.
- Personal Protective Equipment
- Safety Glasses (as needed).

#### Reynolds DeWalt

186 Duchaine Blvd New Bedford, MA 02745

https://www.reynoldsdewalt.com/employment-opportunities/

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## Self Checkout Host/Cashier - Wal-mart (Fairhaven)

Part-time, \$12.75 /hour

We want you to be apart of our Wal-mart Front End Team! Please apply at https://careers.walmart.com, select "Walmart Store Jobs," select "Cashier/Front End" and proceed through assessments required to determine your hiring eligibility.

#### Self Check Out Host:

- Maintains area of responsibility in accordance with company policies and procedures by properly handling claims and returns
- Zoning the area; arranging and organizing merchandise and supplies;
- Identifying shrink and damages
- Ensuring a safe work environment
- Operates equipment and maintains functionality of self-checkout area by ensuring self check out (SCO) registers are operational (for example, ordering, stocking, reloading receipt paper), encouraging customers to use self checkouts
- Explaining functionality of the registers and current

#### updates

- Directing customers with smaller baskets to SCO kiosks and those with larger baskets to belted lanes
- Assisting customers with questions and register prompts
- Keying items Universal Product Code (UPCC)
- Suspending transactions and completing transactions as needed.

#### Job Description:

- Presents information to small or large groups and individuals.
- Sits or stands for long periods of time.
- Communicates effectively in person or by using telecommunications equipment.
- Grasps, turns, and manipulates objects of varying size and weight, requiring fine motor skills and hand-eye coordination.
- Visually verifies information, often in small print.
- Reads information, often in small print.
- Visually locates merchandise and other objects.
- Visually inspects equipment.
- Reaches overhead and below the knees, including bending, twisting, pulling, and stooping.
- Moves, lifts, carries, and places merchandise and supplies weighing up to 25 pounds without assistance.

## Experience:

- Customer service: 1 year (Preferred)
- Cashiering: 1 year (Preferred)

## **Additional Compensation:**

- Bonuses
- Store Discounts

#### **Benefits:**

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan

- Paid time off
- Other

#### Hours per week:

- 10-19
- 20-29

#### Pay Frequency:

• Bi-weekly or Twice monthly

### This Company Describes Its Culture as:

- Detail-oriented quality and precision-focused
- Innovative innovative and risk-taking
- Outcome-oriented results-focused with strong performance culture
- Stable traditional, stable, strong processes
- People-oriented supportive and fairness-focused
- Team-oriented cooperative and collaborative

#### This Job Is:

- A job for which military-experienced candidates are encouraged to apply
- Open to applicants who do not have a high school diploma/GED
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A good job for someone just entering the workforce or returning to the workforce with limited experience and education
- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma

#### Schedule:

- Weekends required
- Other

Interested in applying? See full details and how to apply here

#### Customer Service Representative - SEASTREAK LLC

Part-time, \$13.00 to \$14.00 /hour

EASTREAK FAST PASSENGER FERRY COMPANY operates seasonally out of New Bedford with services to Martha's Vineyard and Nantucket. Seastreak also operates seasonal service between Providence and Newport RI. If you are a friendly, energetic, dependable person than we have the job for you! We are seeking seasonal Full & Part-Time Ticket Agents and Crew Members. We are hiring for our New Bedford and Providence locations

Employment will be from April through October.

#### **Ideal Candidates Will:**

- Have a strong customer service background.
- Have a polite telephone etiquette.
- Be able to multitask in a fast-paced environment.
- Be computer literate and able to adapt to new programming.
- Be able to understand cash handling procedures.
- Be able to follow directions, and carry out instruction with ease.
- Have a flexible schedule, and ability to work nights, weekends & holidays
- Be able to pass a pre-employment drug screening

Please apply by submitting through indeed, or by mailing it to:

#### **SEASTREAK**

49 State Pier New Bedford, Ma. 02740 SEASTREAK is a drug-free workplace & E/0/E.

Pay may depend on skills and/or qualifications

## **Experience:**

- Customer service: 2 years (Preferred)
- Computer: 1 year (Preferred)

#### **Education:**

• High school or equivalent (Preferred)

#### **Benefits:**

• Flexible schedule

#### Communication method(s) used:

- Fmail
- Phone
- Chat
- In person

#### Hours per week:

• 20-29

#### Job Duties:

- Answer incoming customer inquiries
- Collaborate with management teams to stay updated on new products, services, and policies
- Record customer information within our customer service database
- Engage with clients in a friendly and professional manner while actively listening to their concerns
- Offer support and solutions to customers in accordance with the company's customer service policies
- Other duties as requested

#### This Job Is:

- A job for which military-experienced candidates are encouraged to apply
- A job for which all ages, including older job seekers, are encouraged to apply
- A job for which people with disabilities are encouraged to apply

#### Schedule:

- Monday to Friday
- Weekends required
- Holidays required

- Day shift
- Night shift
- Overtime

Interested in applying? See full details and how to apply here

## Legal Secretary/Paralegal — Horan McLean Law (New Bedford) Full-time, \$30,000.00 to \$50,000.00 /year

Very busy Southcoast law firm — immediate need experienced legal secretary, experience in family law, estate planning and administration and general law practice management. Must be proficient in Word, Outlook, excellent typing skills, able to multi-task, excellent client relationship skills, team player.

- Provide administrative support to one or more lawyers
- Greet visitors and perform initial screening of clients
- Answer phone calls, take notes/messages and redirect calls when appropriate
- Produce and file various legal documents such as pleadings, motions, agreements
- Knowledge of Court system and dealing with court personnel including clerk's office and staff
- Prepare and review discovery
- Familiarity with domestic relations law and Pleadings
- Estate planning and administration skills
- Attention to Detail
- Excellent Computer Skills
- Ability to multitask

## Experience:

- Typing: 1 year (Preferred)
- Customer Relationship Management: 1 year (Preferred)
- Microsoft Word: 1 year (Preferred)
- Family Law: 1 year (Preferred)
- Microsoft Outlook: 1 year (Preferred)

## Minimum Previous Legal Responsibility:

• Intermediate (Preferred)

#### Additional Compensation:

Bonuses

#### **Benefits:**

- Health insurance
- Paid time off

Interested in applying? See full details and how to apply here

# Sales Associate/Beauty Advisor — Sally Beauty Supply LLC (New Bedford)

By working at Sally Beauty, you would be part of the largest hair and beauty supplier in the world and we are on a mission to empower our customers to express themselves through hair — and we need passionate and talented people to make this happen!!

The Sales Associate/Beauty Advisor will focus on one primary objective — creating a memorable shopping experience for our customers. We are continually searching for passionate beauty lovers that want to help our customer through their beauty experience. Whether assisting with hair color, cosmetics, skin care, or nails, we want you to be the advisor on our customer's journey. It takes knowledge and training — which Sally Beauty will go above and beyond to provide. You bring your passion and personality — we will do the rest!

## Your role at Sally Beauty:

- Build relationships and inspire loyalty.
- Recommend additional and complimentary products.
- Inform customers of current promotions and events.
- Set up advertising displays and arrange merchandise to highlight sales and promotional events.
- Ensure our customers are informed about and enrolled in our Loyalty program.

- Complete transactions accurately and efficiently.
- Maintain a professional store environment and communicate inventory issues.
- Demonstrate our Sally Beauty Culture Values.

We have a range of different working schedules and hours to suit everyone's needs.

#### Why you'll love working here:

- The people are creative, fun and passionate about beauty.
- Generous product discount and free sample products.
- You will receive a great education regarding our products.
- You will have ample opportunity for growth.
- You may qualify for one or more of the following medical, dental, vision, 401k, vacation, sick and holiday time depending on the average hours worked.

#### Legal wants you to know:

- Must be able to lift up to 25 lbs, occasionally while on a ladder, with or without accommodation.
- May be exposed to fumes and odors upon occasion.

## Working Conditions/Physical Requirements

The position requires some physical exertion such as long periods of standing; walking; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as shipment or record boxes. The position involves working around moving parts, carts, or machines, and may occasionally include exposure to irritant chemicals.

Interested in applying? See full details and how to apply here

## Greeter - SpeeDee Oil Change & Auto Service (New Bedford)

## Job Description:

The Greeter is responsible for establishing and maintaining good customer relations, accurately completing written work

orders, providing customers with excellent service and serving as the initial customer contact point.

#### Responsibilities include but aren't limited to:

- Greeting the customer
- Writing up customer and vehicle information
- Performing all duties of the Fluid Services Technician as needed
- Presenting maintenance service options to customers

#### Requirements:

- Commitment to excellence at all levels of service
- Automotive and retail experience helpful
- Cheerful and friendly communication skills
- Enthusiastic attitude and strong work ethic
- Clean and neat appearance
- Clear and effective telephone skills
- Valid state driver's license

Interested in applying? See full details and how to apply here

## Sales Associate — Hot Topic Inc. (Dartmouth)

Join the loudest store in the mall! We're looking for music and pop culture fanatics to help create the best experience for our customers. As a Hot Topic Sales Associate, you'll be a huge part of our success by providing the best customer service, ensuring that fellow fans are able to get their hands on the Merch they love. You'll share your fandom knowledge, stock and replenish product, and help merchandise the store in a visually appealing way, all while being hyper focused on the in-store experience.

#### WHAT YOU'LL DO

- Provide an amazing shopping experience that will encourage customers to return. They'll be impressed by your product knowledge, customer experience skills and use of the Force
- Cover the sales floor zone and ensure that assigned areas

are up to visual standards

- Work the register; you'll process sales transactions and use your fandom knowledge to drive add on sales
- Assist with planogram changes including store map, wall, fixture, & merchandising mix
- Let your voice be heard! You'll communicate fashion & music trend information to management and respective HQ partners
- While we welcome wizards, we don't like it when spells are stolen. You'll work with Store Management to ensure there's no misuse of spells and wizardry around theft
- Support the maintenance of the mother ship; you'll help keep the stock room organized and the store tidy
- Any other activities as assigned by your Store Leader

#### WHAT YOU'LL NEED

- Previous experience working in a retail environment. If you love music and pop culture, you're in the right place!
- Superpowers in providing customer service and selling
- You'll have to be at least 16 years of age to join the fandom force
- Avenger like collaboration and communication skills
- The usual retail stuff: able to stand and walk around during scheduled hours, reaching for Merch using ladder, step stool and poles. You'll also have to be able to move around boxes awesome merchandise that may weigh up to 50 pounds

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## Barista - Starbucks (Dartmouth)

## Job Summary and Mission:

This position contributes to Starbucks success by providing legendary customer service to all customers. This job creates the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Models and acts in accordance with Starbucks guiding

principles.

## **Summary of Key Responsibilities:**

- Responsibilities and essential job functions include but are not limited to the following:
- Acts with integrity, honesty and knowledge that promote the culture, values and mission of Starbucks.
- Maintains a calm demeanor during periods of high volume or unusual events to keep store operating to standard and to set a positive example for the shift team.
- Anticipates customer and store needs by constantly evaluating environment and customers for cues.
- Communicates information to manager so that the team can respond as necessary to create the Third Place environment during each shift.
- Assists with new partner training by positively reinforcing successful performance and giving respectful and encouraging coaching as needed.
- Contributes to positive team environment by recognizing alarms or changes in partner morale and performance and communicating them to the store manager.
- Delivers legendary customer service to all customers by acting with a customer comes first attitude and connecting with the customer. Discovers and responds to customer needs.
- Follows Starbucks operational policies and procedures, including those for cash handling and safety and security, to ensure the safety of all partners during each shift.
- Maintains a clean and organized workspace so that partners can locate resources and product as needed.
- Provides quality beverages, whole bean, and food products consistently for all customers by adhering to all recipe and presentation standards. Follows health, safety and sanitation quidelines for all products.
- Recognizes and reinforces individual and team accomplishments by using existing organizational methods.
- Maintains regular and punctual attendance

#### Summary of Experience:

• No previous experience required

#### **Basic Qualifications:**

- Maintain regular and consistent attendance and punctuality,
   with or without reasonable accommodation
- Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays
- Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation
- Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication
- Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients
- Available to perform many different tasks within the store during each shift

## Required Knowledge, Skills and Abilities:

- Ability to learn quickly
- Ability to understand and carry out oral and written instructions and request clarification when needed
- Strong interpersonal skills
- Ability to work as part of a team
- Ability to build relationships

Starbucks and its brands are an equal opportunity employer of all qualified individuals.

We are committed to creating a diverse and welcoming workplace that includes partners with diverse backgrounds and experiences. We believe that enables us to better meet our mission and values while serving customers throughout our global communities. People of color, women, LGBTQIA+, veterans and persons with disabilities are encouraged to apply.

Qualified applicants with criminal histories will be considered for employment in a manner consistent with all federal state and local ordinances. Starbucks Corporation is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at 206-318-0660 or via email at applicantaccommodation@starbucks.com.

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