

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 here? Contact leo@newbedfordguide.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.



Customer Service Reps Needed

**KILBURN MILL JOB FAIR
THURSDAY MARCH 19TH
KILBURN MILL
127 W RODNEY FRENCH BLVD
NEW BEDFORD**

508-990-3500
INFO@KILBURNMILL.COM
KILBURNMILL.COM

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.



Financial Planners & Advisors Needed

**KILBURN MILL JOB FAIR
THURSDAY MARCH 19TH
KILBURN MILL
127 W RODNEY FRENCH BLVD
NEW BEDFORD**

508-990-3500
INFO@KILBURNMILL.COM
KILBURNMILL.COM

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 co-workers 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.

Qualifications:

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 self-leader 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/>



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/O/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:

- Email
- 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

Interested in applying? See full details and how to apply [here](#)

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 guidelines 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.

Interested in applying? See full details and how to apply [here](#)

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

Kilburn Mill to host Career Fair on Thursday March 19th. in 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.



The South Coast Hot Jobs List – March 01, 2020

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Automotive Service Advisor/Writer – Empire Ford of New Bedford

Due to Explosive Growth we are looking for another full-time Automotive Service Advisor/Writer with a minimum of 2 years experience.

Job Description:

Will be responsible for setting and preparing for appointments to expedite customer's service experience; greet customers in a friendly and timely manner; determine the vehicle needs based on customer information, vehicle walk-around and technician's multi-point inspection.

Requirements:

- Must produce repair orders for customers with transparency including the time and cost of the repair. Communicate with the technicians and parts department to ensure timely completion of work and follow up with customers on the status of the vehicle. Will be required to have Ford product knowledge to effectively assist customers with service maintenance and warranty information.
- Must have a valid driver's license, safe driving record, and a high school diploma or equivalent. Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills. Must be alert to sales opportunities by taking the time to ask customers questions and provide information about their vehicle. The ideal candidate is dedicated to provide exceptional customer service and display a positive attitude when interacting with customers and employees.
- Must be able to perform basic computer skills and will be trained on how to use our internal system.

Will be responsible for setting and preparing for appointments to expedite customer's service experience; greet customers in a friendly and timely manner; determine the vehicle needs based on customer information, vehicle walk-around and technician's multi-point inspection.

Preferred Experience:

- Ford experience a plus. Portuguese and Spanish speaking a plus.

Great benefits package available!

Send resume to Kevin Lighty, Service Manager at klighty@buyempireautogroup.com.

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.

Qualifications:

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](#)

Multiple Positions – Lifestream, Inc.

If you're looking for work or even a new career you should consider stopping by Lifestream this Friday afternoon to see what Lifestream Inc. has to offer.

They conduct walk-in interviews on Tuesdays from 9-11 am and Fridays from 1-3pm at our 13 Welby Rd., New Bedford office. Please stop in, learn more about them, and fill out an application. They have full and part-time direct care, LPN and management positions available! Bring a resume and a good attitude.

At LifeStream, Inc. we firmly believe that our employees drive our success as an organization. If you are someone looking to make a difference in the lives of individuals with disabilities, we would love to have you on our team!

LifeStream, Inc. offers extremely generous benefits to our employees, including: health, dental, vision, free short and long-term disability insurance and life insurance, discounted gym memberships, 401k retirement savings plans, flexible spending accounts and tuition reimbursement and remission plans! Shift differentials are offered, dependent on the location, as well. We also offer our employees the opportunity to participate in seasonal farm share programs and company-sponsored activities and recognition events.

If you can't make it to the event this week and you still would like to apply for a job, please visit our website at <http://www.lifestreaminc.com/careers/> where you can see a full list of our current job openings. Schedules vary by location.



Office Administrator – Ercon Inc (Wareham)Wareham

Full-time, Part-time, \$20.00 /hour

Description

- Data entry, review and control (including organizing and filing)
- Preparing paperwork for manufacturing and quality testing
- Preparing and packaging orders for shipment, including occasional lifting of boxes (typically 10-30 lbs)
- Involvement in the inspection and documentation of incoming materials through outgoing finished products
- Maintaining and reviewing records of items purchased, costs, delivery, and inventory levels
- Supporting activities related to equipment maintenance, calibration and verification
- Answering and directing phone calls to appropriate personnel
- Assisting in the coordination of marketing activities
- Maintaining a clean, safe, and efficient office environment

Requirements:

- Regularly scheduled hours 8AM-4:30PM (M-F, 40 hours/week).

Part Time will be considered.

- Qualified candidate should have previous data entry experience
- Knowledge of general office procedures
- Strong computer skills, including accurate data entry and experience with Microsoft Excel
- Good memory retention and strong initiative to follow up on pending items
- Capable of multi-tasking while consistently maintaining a high attention to detail
- Ability to work independently and meet deadlines with a sense of urgency
- Good judgment and proven ability to effectively prioritize multiple tasks
- Must be detail-oriented, articulate and proactive
- Ability to effectively communicate
- Sitting or standing for prolonged periods of time

Experience:

- Data Entry: 1 year (Preferred)
- Excel: 1 year (Preferred)
- Computer Skills: 1 year (Preferred)

Benefits:

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off
- Flexible schedule
- Tuition reimbursement

This Job Is:

- A job for which military-experienced candidates are encouraged to apply
- 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

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/>



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/O/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:

- Email
- 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](#)

Auto Damage Appraiser – APC Autobody(Dartmouth)

Full-Time, \$30.00 to \$40.00 /hour

We are looking for an experienced appraiser to go over cars that have been disassembled and deal with insurance companies. We offer health insurance / 401k / paid vacation.

Benefits:

- Health insurance
- Retirement plan
- Paid time off

Schedule:

- Monday to Friday

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](#)

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 guidelines 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.

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.

HELP WANTED: Empire Ford of New Bedford is seeking to fill a Automotive Service

Advisor/Writer position

Due to Explosive Growth we are looking for another full-time Automotive Service Advisor/Writer with a minimum of 2 years experience.

Job Description:

Will be responsible for setting and preparing for appointments to expedite customer's service experience; greet customers in a friendly and timely manner; determine the vehicle needs based on customer information, vehicle walk-around and technician's multi-point inspection.

Requirements:

- Must produce repair orders for customers with transparency including the time and cost of the repair. Communicate with the technicians and parts department to ensure timely completion of work and follow up with customers on the status of the vehicle. Will be required to have Ford product knowledge to effectively assist customers with service maintenance and warranty information.
- Must have a valid driver's license, safe driving record, and a high school diploma or equivalent. Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills. Must be alert to sales opportunities by taking the time to ask customers questions and provide information about their vehicle. The ideal candidate is dedicated to provide exceptional customer service and display a positive attitude when interacting with customers and employees.
- Must be able to perform basic computer skills and will be trained on how to use our internal system.

Will be responsible for setting and preparing for appointments to expedite customer's service experience; greet customers in a friendly and timely manner; determine the vehicle needs based on customer information, vehicle walk-around and technician's multi-point inspection.

Preferred Experience:

- Ford experience a plus. Portuguese and Spanish speaking a plus.

Great benefits package available!

Send resume to Kevin Lighty, Service Manager at klighty@buyempireautogroup.com.

The South Coast Hot Jobs List – February 23, 2020

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of February 23, 2020. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Orthodontic Patient Coordinator – Benevis

We are looking for an Orthodontic Patient Coordinator ready to make a difference in the lives of families. Although below is a description of what your job would entail, we want to emphasize that working with us is more than just a job. We are not your typical dentist office and working here is not your typical experience. You will thrive here if you are someone who wants to grow professionally while serving your community at the same time.

ESSENTIAL JOB FUNCTIONS

- The Orthodontic Patient Coordinator is responsible for providing quality customer service to patients and parents at

check-in and check-out as well as responsible for verifying patient insurance eligibility and service limits.

- Deliver quality and compassionate care to every patient
- Greet parents and patients when they enter or leave the office
- Check in for daily appointment
- Ensure parents who are waiting are kept informed of the progress of their appointment or child
- Maintain a clean and tidy waiting area and front desk area
- Verify patient insurance eligibility prior to appointment
- Ensure information is correct in the patient's Boomerang file
- Ensure service limits are recorded and communicated with the Orthodontic Financial Coordinator prior to treating the patient
- Ensure all patient files are ready (update patient records, verify insurance and service limits) before the patient's appointment
- Coordinate with Ortho Financial Coordinator and Doctors to provide the opportunity for same day care to patients
- Assist with meeting the Ortho financial targets by ensuring the schedules are full
- Schedule follow-up, next appointment for all patients
- Assist with routing referrals to appropriate doctor
- Ensure pre-authorization processes are completed for approvals
- Collect payments, post accordingly in practice management system
- Confirm appointments for upcoming days
- Answer incoming Ortho patient calls and assist with need or direct to another team member for help
- Ensure Ortho patients are compliant with appointments and send the appropriate communication leading up to or including termination
- Assist with maintaining spreadsheets or databases for tracking purposes, as needed or directed by OFC
- Ensure all patient records are updated at the end of the day

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Participate in local community affairs and events to include school screenings, presentations, events, and any opportunity to promote a positive image of us
- Assist with other office duties as needed

REQUIRED QUALIFICATIONS

- Willing to travel in territory assigned to team

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- High focus on customer service and satisfaction
- Must love working with children
- Compassion and high level of service for our patients, parents and staff
- Integrity, always doing the right thing
- Dependable, reliable to be at work when scheduled
- Attention to detail
- Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines
- Professional manner and appearance at all times
- Computer skills: Microsoft office and Internet Explorer
- Telephone skills: Proper telephone etiquette and information gathering skills

PREFERRED QUALIFICATIONS

- Bilingual (English & Spanish)

PHYSICAL DEMANDS

- Nature of work requires an ability to effectively communicate and exchange information with patients, their parents and • staff. Ability to operate a computer, keyboard and standard office equipment. Ability to lift/carry up to 30 lbs, and be able to twist, turn, bend and stoop.

WORKING CONDITIONS

Majority of work performed in a clinical environment. Requires availability for extended hours during peak periods. Hours may change to meet the business's needs.

We offer a very competitive salary and benefits package as well as growth opportunities to our full -time employees. Our benefits include: medical, dental, vision and optional life insurance. We also offer short and long term disability, 401K, flexible spending accounts, paid time off, company holidays and much much more!

Interested in applying? See full details and how to apply [here](#)

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If you can't make it to the event this week and you still

would like to apply for a job, please visit our website at <http://www.lifestreaminc.com/careers/> where you can see a full list of our current job openings. Schedules vary by location.



Sephora Beauty Advisor – JCPenney (Dartmouth)

The Sephora Beauty Advisor is responsible for providing a personalized, engaging and fun shopping experience to clients, demonstrating beauty products and techniques, and leveraging in-depth product knowledge to enhance and enrich our client's lives.

Primary Responsibilities:

- Proactively approaches clients in a friendly manner to determine how to provide a rewarding client experience
- Seeks out and absorbs knowledge of products and techniques to stay up to date on beauty trends
- Participates in activities in assigned area(s) to support core standards and ensure merchandise is well presented and available for the client
- Models a strong brand identity based on the Sephora Inside JCP values and culture

Core Competencies & Accomplishments:

- Strong communication and relationship building skills

About JCPenney:

At JCPenney, we share a passion for serving customers, supporting our communities and being the best retailer for all families. As a company founded on the Golden Rule, our success is rooted in the belief that we treat everyone the way we would want to be treated. At every touchpoint, customers discover stylish merchandise at incredible value from an extensive portfolio of private, exclusive and national brands. Reinforcing this shopping experience is the customer service and warrior spirit of approximately 98,000 associates across the globe, all driving toward the Company's mission to help

customers find what they love for less time, money and effort.

Working at JCPenney means joining a dedicated team of associates who are encouraged to be uniquely themselves in a safe, caring and welcoming environment. It is a place where careers prosper, accomplishments are celebrated and diversity flourishes. It's a place that's meant for you.

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
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- 401K with match after a 90-day review.
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- 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

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Part-time, \$12.75 /hour

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- Maintains area of responsibility in accordance with company policies and procedures by properly handling claims and returns
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- Keying items Universal Product Code (UPCC)
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- Sits or stands for long periods of time.
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- 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](#)

Nurse Health Manager and Health Assistant positions – PACE

HEALTH ASSISTANT

\$12.34 – \$19.77/hour, 30 hours per week, 39 weeks per year

One year plus (1+) experience as a Medical Assistant, CNA, or HHA preferred. Bi-lingual preferred. The Health Assistant is responsible for assisting the Senior Health Assistant and Nurse Manager with clinical and clerical tasks pertaining to the health maintenance of students and staff. The Health Assistant will perform vision and hearing screenings, height and weight checks, medication administration, data entry, filing, and office organization. The Health Assistant is required to have a valid CPR/AED/First Aid training and computer proficiency.

The Health Assistant will provide clerical and clinical support in accordance with federal, state, and site regulations and policies, under the guidance of the Nurse Manager. Valid driver's license required. Must be able to pass

CORI and DCF background checks.

Low-cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

Deadline to apply: 5:00 p.m., Friday, February 21, 2020

Must e-mail a cover letter with your mailing address, title of position, and resume/application to: hrjobapplications@paceinfo.org or mail the same information to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

NURSE/HEALTH MANAGER

\$27.50 – \$30.00/hr., 30 – 35 hrs. per wk., 48 – 52 wks. per yr.

RN licensure required in the State of Massachusetts and the understanding of the policies and procedures that govern Early Childhood Learning Programs. Bi-lingual skills preferred. Must be able to pass CORI and DCF background checks. The Nurse/Health Manager will oversee the operations of the Health Service area of P.A.C.E., Head Start.

This position will assist the program in adhering to the NAEYC, EEC, and Federal Program Standards regarding the physicals and vaccinations for children in the program ranging from birth to 5 years old. Will be responsible for supervising the Health Assistants; perform mandatory vision, hearing, and health screenings for all children.

This role will work professionally and possess the communication skills necessary to work collaboratively with other staff, parents, and community members to support Head Start in understanding the health needs of the population and developing strategies to address those needs. Must be physically able to safely supervise pre-school children and attend to the scope of the duties listed in the job description including, but not limited to: lifting a child up to 40 lbs., able to climb stairs, walk moderate distances for home visits and related activities.

Low-cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

Deadline to apply: 5:00 p.m., Friday, February 21, 2020

Must e-mail a cover letter with your mailing address, title of position, and resume/application to: hrjobapplications@paceinfo.org or mail the same information to:

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P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

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/O/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:

- Email
- 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](#)

Sales Representative – Suntuity Solar LLC (New Bedford)

Full-time, Part-time, Commission

Are you tired of the same rat race? The opportunity is bright with Suntuity solar. Suntuity Solar is part of Suntuity Group,

one of the fastest growing renewable energy companies in the US and abroad with a key focus on delivering exceptional customer service.

Our Drive

The Suntuity Solar team is driven by the need to make a difference in the lives of everyone we meet.

Our Passion

We're passionate about our contribution to a world that utilizes an environmentally friendly and sustainable energy source. For every system we install we make a donation to Suntuity Foundation, our not-for-profit organization that brings solar energy to the less fortunate.

Sustainable Business Practices

- We leverage sustainable business practices and technology solutions around the globe. Our mantra is "People | Planet | Profit" – in order of importance – and they all play an integral role in our business strategy.
- Innovation: By leveraging our access to the most advanced technologies the solar industry has to offer, we continually push innovative boundaries to increase energy efficiency and system performance. The proper equipment helps maximize your solar offset and monthly savings.
- Diversity & Teamwork: One of our most significant assets that plays a big role in our company culture is diversity in the workplace. Our team is comprised of professionals from various background and skill sets, which allows us to serve a multicultural customer base.

As a Solar Energy Consultant, you will be tasked with working hand in hand with our corporate office in creating new leads and cultivating homeowner's interest in transitioning to renewable energy. Upon educating your clients as to the benefits of going solar you will be responsible for putting homeowners on the pathway to a cleaner and greener future

We offer

- The best financing options available from Lease to ownership through a variety of products available
- Both the technology and tools from hardware to software to accomplish the best presentation possible in order to close the most amount of deals while cultivating an environment of excitement and understanding with your clients
- Industry leading training in products, techniques, and support from a heavily experienced management team
- Very aggressive compensation, 50/50 upfront pay, Bonuses and incentives

Responsibilities and Duties

- Regularly cultivate new business by both cold calling customers and pursuing company leads
- Obtain the necessary paper work for the state and utility and communicate effectively with the rest of the company
- Participate in team campaigns such as door to door, tables at events, and presentations that reach crowds of homeowners
- Routinely follow up with current customers and guide them comfortably through the Suntuity installation process

Qualifications and Skills

- Positive attitude with a can do; will do attitude
- Great interpersonal skills
- Enthusiasm to surpass goals
- Organized with a desire to improve your sales abilities
- The ability to be a self-starter with very little supervision needed

Experience:

- Sales: 2 years (Preferred)

Additional Compensation:

- Commission
- Bonuses

Work Location:

- Multiple locations

Interested in applying? See full details and how to apply [here](#)

Sales Associate – Sunglass Hut (Dartmouth)

Sunglass Hut is a global leader in the sale of premium sunglasses with over 2000 retail stores across North America. We offer competitive benefits, valuable training, and unlimited growth opportunities.

As part of an eyewear industry leader, Luxottica, Sunglass Hut has an energetic, fashion-forward culture and diverse career paths for all types of talented and driven people. At Sunglass Hut, our mission is to be the premier shopping and inspiration destination for the top brands, latest trends and exclusive styles of high quality fashion and performance sunglasses.

Native Americans receive preference in accordance with Tribal law.

GENERAL FUNCTION

The Sales Associate is vital to the success of Sunglass Hut and is an ambassador of The Sunglass Hut Experience. The Sales Associate spends time on the sales floor performing all functions relating to The Sunglass Hut Experience and store operations.

MAJOR DUTIES AND RESPONSIBILITIES

- Utilizes The Sunglass Hut Experience tools to consistently deliver sales plan and company objectives.
- Achieves/exceeds individual sales plan by creating an EMOTIONAL CONNECTION with customers.
- Leverages reporting tools to track individual results and identify areas of opportunity.
- Partners with Store/Center Manager to maximize sales potential.
- People work for people – uses this philosophy to grow

careers, encourage teamwork and retain talent through a development-focused environment.

- Creates an inspirational and motivating work environment that reflects the integrity of the brand.
- Collaborates with fellow Associates to foster teamwork.
- Seeks out opportunities for self-development as defined in an individual development plan.
- Creates an EMOTIONAL CONNECTION within the store team that translates into sales and ensures that every Associate consistently delivers The Sunglass Hut Experience.
- Spends 100% of the time on the sales floor.
- Ensures every aspect of The Sunglass Hut Experience is impeccably executed throughout the store.
- Makes simple and fast decisions in the best interest of our customers.
- Acts as an ambassador for the Sunglass Hut brand.
- Builds the Sunglass Hut brand by consistently executing the brand standards.
- Stays adept at knowing the product and staying current on new merchandise and fashion trends.
- Builds and develops expertise in delivery of The Sunglass Hut Experience.
- Consistently executes all visual standards, store merchandising practices and inventory control activities.
- Impeccably executes all operational policies and procedures and maintains brand standards.
- Properly executes all promotions, contests and incentives

BASIC QUALIFICATIONS

- High school diploma or equivalent
- Demonstrated expertise in every aspect of store operations
- Detail-oriented
- Critical thinking

PREFERRED QUALIFICATIONS

- Customer service and/or retail experience
- To accommodate our diverse customer base, preference may be

given to bilingual candidates depending upon the needs of the location.

- Upon request and consistent with applicable laws, Luxottica will provide reasonable accommodations to individuals with disabilities who need assistance in the application and hiring process. To request a reasonable accommodation, please call the • Luxottica Ethics Compliance Hotline at 1-888-887-3348 or e-mail HRCompliance@luxotticaretail.com (be sure to provide your name and contact information for either option so that we may follow up in a timely manner).

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, national origin, social origin, social condition, being perceived as a victim of domestic violence, sexual aggression or stalking, religion, age, disability, sexual orientation, gender identity or expression, citizenship, ancestry, veteran or military status, marital status, pregnancy (including unlawful discrimination on the basis of a legally protected pregnancy or maternity leave), genetic information or any other characteristics protected by law. Native Americans receive preference in accordance with Tribal Law.

Interested in applying? See full details and how to apply [here](#)

Brand Ambassador (Sales Associate) – American Eagle Outfitters (Dartmouth)

YOUR ROLE

As a part-time Brand Ambassador, you bring our brand to life every day! Your goal is to provide everyone who comes in the store with an amazing shopping experience, making their day better than before they came in. You are the face of our company and you're proud of it! You love the products and are passionate about building brand loyalty with every guest. Most of all, you represent our company values and bring your REAL

self to work every day.

YOUR RESPONSIBILITIES

- You're a people person! You use the AEO Selling Model to engage with every guest to help them find exactly what they're looking for, and you do so with a "friends first" mindset. (What's the AEO Selling Model? Don't worry – we'll teach you everything you need to know!)
- You're passionate about AE & Aerie product! Guests come to you to educate them on product details and you are excited to make product suggestions to fit their needs.
- You share the brand love! You're eager to introduce the AEO loyalty program and additional brand channels to guests.
- You can hang! Your skillset rocks no matter what zone you're in and you can easily flex between the Salesfloor, Cash & Wrap, • Fitting Room and Stockroom as needed.
- You're an innovative problem solver! Making your guests' day is your priority and you're able to proactively resolve guest concerns while sticking to company policy.
- You're a team player – #teamwork! You're always willing to assist your team in #gettingthejobdone.
- You've got integrity! You do the right thing and you always adhere to AEO's policies & procedures.

YOU'D BE GREAT FOR THIS ROLE IF:

- You love interacting with people!
- You're full of energy and can handle multiple tasks in a fast-paced environment.
- You're available to work when guests shop (lookin' at your evenings, weekends & holidays!)
- You love AE and Aerie products.
- You've worked in retail before. #practicemakesperfect
- You're at least 16 years of age.

OUR BRAND AMBASSADORS LOVE AEO BECAUSE:

- They work with REAL people – there's nothing like your #AEOfamily.
- They're given opportunities for development, the chance to

learn new skills, and are offered great potential for career advancement.

- They receive 40% off product at both AE & Aerie year-round (plus additional seasonal discounts with new Floorsets!)
- They participate in store contests for the chance to win FREE merchandise and other exclusive prizes.

Interested in applying? See full details and how to apply [here](#)

Cooks – Friendly's (Dartmouth)

Full-time, Part-time

Join the company with the vision to make the world Friendly, One Scoop at a Time!

Do you want to be part of a team whose mission is to Create Great Memories by bringing Family and Friends together? Year after year, we strive to be the best Friendly's we can be, because we owe it to our guests and to our team. We are friendly people!

Our team is filled with great people who are optimistic, fun and always act with integrity. Be one of those Friendly people who are making a difference in the business and the communities we serve on a daily basis.

Friendly's has opportunities for Cooks and Dishwashers to create simple moments of everyday happiness for our Guests! You bring the motivation, ability to multitask in a fast paced environment, and smiles and we will provide the training and opportunities! Our restaurants are all about Life with Extra Sprinkles!

Interested in applying? See full details and how to apply [here](#)

Bookseller – Barnes & Noble (Dartmouth)

Part-Time

As a Bookseller, you are responsible for selling by providing exceptional customer service through our four core service principles. You make the shopping experience interactive and engaging by enthusiastically sharing your knowledge about our products and services and meeting the needs of the customer. You care about and value people and exemplify our core values.

Essential Functions

- Deliver exceptional customer service that ensures sales and high levels of customer satisfaction.
- Execute on the four core service principles: put the book in the customer's hand, offer to order, offer the Member program, and fast cashiering.
- Greet and establish rapport with customers, proactively engaging them in conversations about our products, services and promotions to determine their needs and recommend the right products.
- Ensure all customer transactions are processed accurately and in a timely manner.
- Share knowledge and enthusiasm about all our products, services, and promotions, providing a personalized experience to multiple customers at the same time.
- Respond to customer's concerns and questions, and secure the sale.
- Drive customer loyalty through successful selling of Memberships, gift cards, Kid's Club and other sales initiatives.
- Communicate specific product needs to managers to ensure the store is stocked appropriately with in-demand titles and customer requests.
- Recover the selling floor during each shift by, gathering and restocking items, straightening bookcases, maintaining tables in the Café, maintaining restroom cleanliness, and performing other store housekeeping tasks.
- Support and promote business development sales and in-store events

- Assist in any area of the store as needed.
- Adhere to all inventory and loss prevention standards.
- Help orient new booksellers, ensuring a smooth acclimation to the store and our bookselling culture.

Qualifications

- Passion for selling
- Strong communication skills
- Spend the majority of time on the selling floor, which requires physical activity (i.e., prolonged standing, repetitive bending, lifting, climbing)
- Availability for early mornings, evenings, weekends and holidays to align with store needs

Interested in applying? See full details and how to apply [here](#)

Sales Associate – GUESS? (Dartmouth)

Position Overview

The sales associate is responsible for maintaining store standards and delivering a positive customer experience. The sales associate will also be responsible for a variety of operational duties as assigned by the store management team (i.e. housekeeping duties, visual presentation standards, etc.).

Customer Experience

- Greets customers immediately upon entering the store with a smile and sincere non-business like greeting
- Creates a positive first impression for the customer through an energetic attitude and adhering to dress code
- Creates a sparkling clean and organized environment by maintaining store standards and cleanliness
- Provides customers with current relevant information about the product
- Provides quality service in the fitting rooms, follows up with customers in a timely manner and maintains cash wrap cleanliness

- Provides efficient service at the cash wrap, offers Gift Cards, maintains cash wrap cleanliness and captures customer information in the database
- Sincerely thanks all customers for shopping as they exit the store
- Cooperation & Dependability
- Satisfactorily completes all duties as assigned by management
- Is punctual and adheres to designated work schedule
- Is flexible and works well with peers and management to accomplish duties
- Demonstrates a sense of urgency to maintain visual standards within their assigned zone
- Follows GUESS Policies and Procedures 100%
- Performs housekeeping duties as required

Miscellaneous Responsibilities

- Participates in and attends all store meetings and other related functions
- Represents a positive attitude toward the merchandise and the company
- Participates in all inventories
- Assumes and completes other duties as assigned by store management
- Some heavy lifting in excess of 30 pounds
- Scheduled shifts may require standing for a minimum of eight hours

Interested in applying? See full details and how to apply [here](#)

General Laborer – Raw Seafoods, Inc.

Full-time, \$12.75 /hour

We are a growing family-owned company, looking for hard-working individuals to join our team. The work is fast-paced, physical and requires attention to the security and quality of the job done. Attendance and reliability are extremely

important.

There are a variety of duties, depending on the department in which the employee is placed. We have space in multiple departments and on 1st and 2nd shifts.

Job Duties:

- Ensure that orders are accurate.
- Grading Scallops.
- Operate scale.
- Stack boxes and vats.
- Lift boxes and move needed product.
- Operate handling equipment, following safety requirements.
- Ensure warehouse and production goals are met.
- Maintain a high level of health and safety requirements.
- Ensure warehouse and production goals are met.
- Maintain a high level of health and safety standards.
- Shrink wraps products to pallets.
- Packs warehouse orders as necessary.
- Performs other general warehouse duties as needed.

Order Picker Skills and qualifications:

- Previous experience preferred but not mandatory.
- Ability to lift 80 lbs.
- Ability to stay on feet for long periods of time.
- Ability to work in a cold/wet area.

Benefits:

- At 30 days of employment , eligible to enroll in the company health insurance.
- Earn sick time under the MA Paid Sick Leave, 1 hour per every 30 worked, up to the limit of 40 in a calendar year.
- After 90 days of employment, qualifies for 6 company paid holidays(New Year's, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas Day).
- After 1 year of employment, qualifies for the company 401 K, with a match of up to 4% of gross earnings.

Experience:

- General Labor: 1 year (Preferred)
- Forklift Operator: 1 year (Preferred)

Benefits:

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

Labor type:

- Manufacturing

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 – February 16, 2020

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of February 16, 2020. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Multiple Positions – Lifestream, Inc.

If you're looking for work or even a new career you should consider stopping by Lifestream this Friday afternoon to see what Lifestream Inc. has to offer.

They conduct walk-in interviews on Tuesdays from 9-11 am and Fridays from 1-3pm at our 13 Welby Rd., New Bedford office. Please stop in, learn more about them, and fill out an application. They have full and part-time direct care, LPN and management positions available! Bring a resume and a good attitude.

At LifeStream, Inc. we firmly believe that our employees drive our success as an organization. If you are someone looking to make a difference in the lives of individuals with disabilities, we would love to have you on our team!

LifeStream, Inc. offers extremely generous benefits to our employees, including: health, dental, vision, free short and long-term disability insurance and life insurance, discounted gym memberships, 401k retirement savings plans, flexible spending accounts and tuition reimbursement and remission plans! Shift differentials are offered, dependent on the location, as well. We also offer our employees the opportunity to participate in seasonal farm share programs and company-sponsored activities and recognition events.

If you can't make it to the event this week and you still would like to apply for a job, please visit our website at <http://www.lifestreaminc.com/careers/> where you can see a full list of our current job openings. Schedules vary by location.



Career Day – Riley Brothers

Come down check out Career Day on Wednesday 2/19/20 (10AM-4PM) to APPLY & INTERVIEW ON THE SAME DAY!

Riley Brothers is **HIRING** for CDL DRIVERS, EQUIPMENT OPERATORS

and LABORERS. If you want a job in construction then COME BUILD YOUR FUTURE WITH US.

BRING your DRIVERS LICENSE & A GOOD ATTITUDE. Hiring on the spot!

RILEY BROTHERS are located at:

-479 MT. Pleasant St, New Bedford MA

-February 19th, 2020

-10AM-4PM

If you are unable to attend in person you can apply for a job online any time: <https://www.rileybrothers.net/careers>



General Laborer – Raw Seafoods, Inc.

Full-time, \$12.75 /hour

We are a growing family-owned company, looking for hard-working individuals to join our team. The work is fast-paced, physical and requires attention to the security and quality of the job done. Attendance and reliability are extremely important.

There are a variety of duties, depending on the department in

which the employee is placed. We have space in multiple departments and on 1st and 2nd shifts.

Job Duties:

- Ensure that orders are accurate.
- Grading Scallops.
- Operate scale.
- Stack boxes and vats.
- Lift boxes and move needed product.
- Operate handling equipment, following safety requirements.
- Ensure warehouse and production goals are met.
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- Maintain a high level of health and safety standards.
- Shrink wraps products to pallets.
- Packs warehouse orders as necessary.
- Performs other general warehouse duties as needed.

Order Picker Skills and qualifications:

- Previous experience preferred but not mandatory.
- Ability to lift 80 lbs.
- Ability to stay on feet for long periods of time.
- Ability to work in a cold/wet area.

Benefits:

- At 30 days of employment , eligible to enroll in the company health insurance.
- Earn sick time under the MA Paid Sick Leave, 1 hour per every 30 worked, up to the limit of 40 in a calendar year.
- After 90 days of employment, qualifies for 6 company paid holidays(New Year's, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas Day).
- After 1 year of employment, qualifies for the company 401 K, with a match of up to 4% of gross earnings.

Experience:

- General Labor: 1 year (Preferred)
- Forklift Operator: 1 year (Preferred)

Benefits:

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

Labor type:

- Manufacturing

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/>



Greenhouse Worker/Edible Flower Picker – Taste Buds (South Dartmouth)

Part-time

31 years in business – over 10 million flowers picked and sold!

Description and Responsibilities:

- accepting resumes for Spring – some hours available now – more later
- required for response – include a cover letter telling us why you would like this job
- a morning job for people who love to move fast and enjoy variety and nature
- located near Bayside restaurant – Westport, MA
- valid driver's license with clean driving record and reliable vehicle
- if you fear bugs, dogs or have allergies this is not the job for you
- 4-6 mornings and 3-4 hours each day – 9am start until it gets warmer, then starting at 8:00 – possibly one weekend shift
- salary \$13 an hour to start – increases with increased responsibility – attendance bonus
- punctual, honest, strong back
- picking/packing edible flowers (not marijuana)
- greenhouse maintenance
- adaptability to constantly changing environment and weather
- self-motivated

License:

Driver's License required – do not apply without one (Preferred)

Interested in applying? See full details and how to apply [here](#)

Nurse Health Manager and Health Assistant positions – PACE

HEALTH ASSISTANT

\$12.34 – \$19.77/hour, 30 hours per week, 39 weeks per year

One year plus (1+) experience as a Medical Assistant, CNA, or HHA preferred. Bi-lingual preferred. The Health Assistant is responsible for assisting the Senior Health Assistant and Nurse Manager with clinical and clerical tasks pertaining to the health maintenance of students and staff. The Health Assistant will perform vision and hearing screenings, height and weight checks, medication administration, data entry, filing, and office organization. The Health Assistant is required to have a valid CPR/AED/First Aid training and computer proficiency.

The Health Assistant will provide clerical and clinical support in accordance with federal, state, and site regulations and policies, under the guidance of the Nurse Manager. Valid driver's license required. Must be able to pass CORI and DCF background checks.

Low-cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

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P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

NURSE/HEALTH MANAGER

\$27.50 – \$30.00/hr., 30 – 35 hrs. per wk., 48 – 52 wks. per yr.

RN licensure required in the State of Massachusetts and the understanding of the policies and procedures that govern Early Childhood Learning Programs. Bi-lingual skills preferred. Must be able to pass CORI and DCF background checks. The Nurse/Health Manager will oversee the operations of the Health Service area of P.A.C.E., Head Start.

This position will assist the program in adhering to the NAEYC, EEC, and Federal Program Standards regarding the physicals and vaccinations for children in the program ranging from birth to 5 years old. Will be responsible for supervising the Health Assistants; perform mandatory vision, hearing, and health screenings for all children.

This role will work professionally and possess the communication skills necessary to work collaboratively with other staff, parents, and community members to support Head Start in understanding the health needs of the population and developing strategies to address those needs. Must be physically able to safely supervise pre-school children and attend to the scope of the duties listed in the job description including, but not limited to: lifting a child up to 40 lbs., able to climb stairs, walk moderate distances for home visits and related activities.

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P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

Deadline to apply: 5:00 p.m., Friday, February 21, 2020

Must e-mail a cover letter with your mailing address, title of position, and resume/application to: hrjobapplications@paceinfo.org or mail the same information

to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

Automotive Parts Manager – Empire Ford

Empire Ford is currently looking to hire an experienced Automotive Parts Manager! We are looking for a qualified applicant to head our Parts Departments and are offering competitive pay and full benefits.

Previous Dealership Auto Parts experience IS REQUIRED!
Previous Ford experience is a PLUS!

We are in the business of selling new and used vehicles and providing exceptional service to those vehicles. We are also a designated Ford Commercial Vehicle Center, specializing on servicing medium and heavy duty commercial vehicles. Our Dealership has built a reputation on providing courteous, honest service. Our customers appreciate the way we do business, and we know you will too. If you want to work for a successful organization where you can make a difference, then this is the place for you. Send resume to Kevin Lighty, Service Manager at klighty@buyempireautogroup.com

WE OFFER:

- We offer top pay for qualified applicants!
- Benefits available include medical, dental & paid time off!
- Ongoing training and development!
- Long standing dealer group with an exceptional reputation in the community!
- Strong, supportive team work environment!

RESPONSIBILITIES

- Properly staff department; including hiring, training, and monitoring the performance of all parts department employees.
- Create and oversee an annual operating budget for the parts department.
- Work with the service department, collision repair and wholesale account representatives to ensure inventory is available when needed.
- Establish competitive pricing in various categories while generating profits and maintaining high CSI.
- Determine appropriate inventory levels and ensure periodic parts turnover.
- Adjust stock to eliminate accumulation of unused or old parts.
- Confirming that parts are appropriately coded so the dealership can claim a complete refund for unused factory stock.
- Review sales, costs and stock monthly to ensure budget is met.
- Reynolds experience is a plus.

PREVIOUS DEALERSHIP AUTO PARTS EXPERIENCE IS REQUIRED!

REQUIREMENTS

- Previous Dealership Automotive Parts Manager Experience
- General Ford Experience is a PLUS
- Must be able to Pass a Background Check
- Excellent Communication Skills
- Integrity, A Positive Attitude And A Strong Work Ethic Required
- Eager for continuous growth, both within the department and personally

Experience:

- Ford Parts: 1 year (Preferred)
- Parts Manager: 1 year (Preferred)

Benefits:

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

Salary: \$70,000.00 to \$150,000.00 /year

Pay may depend on skills and/or qualifications

Additional Compensation:

- Commission
- Bonuses
- Store Discounts□

Send resume to Kevin Lighty, Service Manager at
klighty@buyempireautogroup.com

<https://www.empirefordofnewbedford.com/>

**Branch Manager and Retail Services Representative positions –
New Bedford Credit Union**

NBCU is a community-based credit union providing its members with the best service possible within its resources and through a wide range of products. New Bedford Credit Union (NBCU) offers competitive rates for mortgages, new and used auto loans, personal loans plus has high-interest checking and savings accounts.

NEW BEDFORD CREDIT UNION

Applications/resumes may be submitted via e-mail (not secure), fax, postal mail, or dropped-off in person.

ATTN: Human Resources
New Bedford Credit Union
1150 Purchase Street
New Bedford, MA 02740

E: joliveira@newbedfordcu.com

T: 508-994-6546 Ext. 103

F: 508-990-7472

Visit them on their Facebook Page.

JOB TITLE/DEPARTMENT: Branch Manager/Retail Services
CLASSIFICATION

Exempt

POSITION TYPE/EXPECTED HOURS OF WORK

Full-time/salaried

AUTHORITY AND REPORTING RELATIONSHIP

The Branch Manager supervises and directs the work of all branch employees. The Branch Manager reports to the Branch Administrator/VP Operations.

AMOUNT OF INDEPENDENT ACTION OF THE POSITION

Approval may be required when solution is not within normal policies and procedures. The Branch Manager may make exceptions to policy as appropriate and within authority.

SUMMARY/OBJECTIVE

The Branch Manager plans, controls, supervises, and coordinates Credit Union services and activities of the branch office. Contribute to NBCU's achievement of the goals outlined in its strategic plan by effectively leading the branch staff, managing the operations, and creating an effective sales and service culture in the branch. Identify branch business, and member service, opportunities.

ESSENTIAL FUNCTIONS

- Plan and execute a successful sales and coaching strategy plan, in accordance with the goals of the Credit Unions' business and marketing plan.

- Train and the develop the branch staff with sales goals.
- Maintain superior product knowledge of all Credit Union products.
- Plan and hold product knowledge training meetings with informational hand-outs.
- Assist branch staff in solving member problems, serving as an operational reference.
- Assign and approve the scheduled work hours and breaks for all branch staff.
- Oversee the investigation of teller losses, and institute corrective action as necessary.
- Oversee and assist in the job training of new staff; provide general performance input.
- Open and close the branch office – and execute daily operations in accordance with credit union policies and procedures.
- Actively participate in a sales and service culture consistent with the Credit Union's business plan goals and encourage other staff members to meet or exceed sales goals, as necessary.
- Build partnerships between businesses and NBCU as outlined in the business plan.
- Attend outside events to grow NBCU relationships with their partners.
- Support credit union member relations through on-going customer contact, quality customer service, and superior product knowledge.
- Maintain an overview of the credit union's current operating system for financial transactions.
- Promote and demonstrate electronic account information delivery systems to new members.
- Respond to all ATM outage issues and notify VP of Operations in a timely manner as issues arise.
- Verify weekly branch cash and ATM shipments.
- Balance and verify receipt of incoming cash orders for the branch. Balance and add cash to ATM.
- Audit ATM, and Vault as well as cash drawers, on a monthly

basis, according to policy.

- See to the accurate completion of required audit logs.
- Execute annual branch staff performance evaluations.
- Ensure that branch staff is adhering to all security procedures, and that building maintenance issues are reported and corrected.
- Learn the XP2 Cross-Sell platform used to promote and cross-sell loans and savings products and services, in order to train staff and update as necessary.
- Learn the EFUNDS pre-approval platform used to promote and cross-sell loan products and services, in order to train staff and update as necessary.
- Initiate auto, home, personal loans and lines of credit; assist borrowers with the loan application process.
- Analyze credit history of applicants and determine loan repayment capabilities.
- Negotiate credit terms, such as costs, loan repayment methods and collateral specifications.
- Approval authority within Loan Policy limits and is granted at the discretion of the Vice President of Lending. Management approval is required when solution is not within normal policy limits.
- Comply with the Credit Union's SAFE Act Policy and procedures.
- Comply with Truth in Lending (Regulation Z), Equal Credit Opportunity (Regulation B), and all applicable lending regulations.
- Attend meetings and seminars related to the Credit Union's operations and branch-related supervisory duties.
- Compliance with Bank Secrecy Act, OFAC and USA PATRIOT Act including Member Identification Program, member due diligence, identifying high risk accounts, reporting suspicious activities to Supervisor or BSA Officer. Comply with USA Patriot Act when identifying loan applicants. Ensure all checks disbursed to vendors comply with OFAC regulations. Accurate completion of CTR and Monetary Instrument log.

QUALIFICATIONS

- High school graduate or GED.
- Minimum of two (2) years of customer service experience is required.
- Minimum of two (2) years of supervisory experience is required.
- Prior experience working in banking required.
- Prior teller experience is preferred, but not required.
- A minimum of 1-2 years of experience in consumer and/or mortgage lending is a plus but is not required.
- Knowledge in Real Estate Settlement Procedures (Reg. X), Truth in Lending (Reg. Z), and Equal Credit Opportunity (Reg. B) is a plus, but not required.
- Intermediate skills related to Microsoft Office applications.
- Mathematical aptitude.

COMPETENCIES

- Strong leadership skills and the ability to motivate others are necessary.
- Positive, professional business relationships within the credit union.
- The ability to work independently and take-on additional projects as assigned.
- The ability to meet deadlines.
- Strong organizational skills.
- Excellent oral and written communication skills.
- A strong commitment to achieving personal growth and success.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of

those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 20 pounds. The employee is frequently required to sit, stand for long periods of time, walk, bend, talk, hear, use hands to finger, handle or feel; and reach with hands and arms.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

New Bedford Credit Union is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of age, race, color, disability or handicap, gender, sex, sexual orientation, religion or creed, ancestry or national origin, military or veteran status, marital status, gender identity or expression, genetic information, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

It is the policy of NBCU to provide reasonable accommodation for qualified employees with disabilities. If you need accommodation to perform the essential functions of your position, please contact Human Resources directly. Full-time employees are offered a competitive salary commensurate with experience and a comprehensive benefits package including health, dental, short- & long-term disability, term life insurance, AD&D insurance, 401 (k) plan, and tuition assistance.

SIGNATURES

This job description has been approved by all levels of management:

- Department Manager

- Human Resource Manager



JOB TITLE/DEPARTMENT: Retail Services Representative/Retail Services

CLASSIFICATION

Non-exempt

- Part-time, non-exempt (18-20 hours weekly)
- Full-time, non-exempt (36-40 hours weekly)

AUTHORITY AND REPORTING RELATIONSHIP

The Retail Services Representative position reports to the Head Retail Services Representative.

AMOUNT OF INDEPENDENT ACTION OF THE POSITION

Approval required when solution is not within normal policies and procedures.

SUMMARY/OBJECTIVE

Provide basic cash receipt and payment services in accordance with credit union procedures. Provide services in a timely, accurate and courteous manner to Credit Union members. Cross-sells additional credit union products/services. Respond to members' requests, problems and complaints, and/or directs them to the proper person for resolution.

ESSENTIAL FUNCTIONS

- Maintain Retail Services Representative drawer with adequate cash supplies – and according to policy guidelines.
- Settle Retail Services Representative drawer daily.
- Answer the telephone.
- File new and/or closed signature cards.
- Verify validity of checks and cash received.
- Place appropriate holds on all checks in accordance with applicable policies and regulations.
- Process money orders.
- Process cash advances.
- Promote good member relations by providing premium member service.
- Process mail payments.
- Assess members' individual credit union needs, and use NBCU product knowledge to address those needs by way of cross-selling credit union services.
- Adhere to all security procedures as well as other departmental policies and procedures.
- Compliance with Bank Secrecy Act, OFAC and USA PATRIOT Act including accurate completion of CTR, Monetary Instrument log, and reporting of suspicious activities to supervisor.

QUALIFICATIONS

- High school graduate or GED.
- Minimum of two (2) years cash-handling experience is required.
- Minimum of two (2) years of customer service experience is required..
- Prior experience working in banking or finance is preferred, but not required.
- Prior Retail Services Representative experience is preferred, but not required.
- Basic skills related to Microsoft Office applications.
- Mathematical aptitude.

COMPETENCIES

- Positive, professional business relationships within the credit union.
- The ability to work independently and take-on additional projects as assigned.
- The ability to meet deadlines.
- Strong organizational skills.
- Excellent oral and written communication skills.
- A strong commitment to achieving personal growth and success.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 20 pounds. The employee is frequently required to sit, stand for an extended period, walk, bend, talk, hear, use hands to finger, handle or feel; and reach with hands and arms.

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status, gender identity of expression, genetic information, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

It is the policy of NBCU to provide reasonable accommodation for qualified employees with disabilities. If you need accommodation to perform the essential functions of your position, please contact Human Resources directly. Full-time employees are offered a competitive salary commensurate with experience and a comprehensive benefits package including health, dental, short & long term disability, term life insurance, AD&D insurance, 401 (k) plan, and tuition assistance.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ Date:

Employee Name (printed): _____



Front Desk Coordinator/Receptionist – New Bedford Pediatric Dentistry & Orthodontics

Full-Time

New Bedford Pediatric Dentistry & Orthodontics is seeking a

Front Desk Coordinator who is reliable, motivated, organized, efficient, with outstanding communication skills, and a team player to join our practice. Spanish speaking a plus. This is a Full-time position with benefits.

Responsibilities include patient scheduling, accounts receivables, and extensive phone communication skills, background of dental insurance coverage's including orthodontics, co-payment allocations, insurance billing including orthodontics, knowledge of Masshealth Insurance. Strong computer knowledge including Eaglesoft,

Experience:

- Dental office: 1 year (Preferred)

Language:

- Spanish (Required)

Benefits:

- Health insurance
- Retirement plan
- Paid time off
- Tuition reimbursement

Interested in applying? See full details and how to apply [here](#)

Office Assistant – MWV Multi-Media Forensic Investigative Services (New Bedford)

Part-time: 15-20 hours per week, \$14.00-\$16.00 an hour

Description

We are looking for a competent Office Assistant to help with the organization and running of the daily administrative operations of the company. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and

effective ways to achieve better results.

Responsibilities

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties when needed

Skills

- Proven experience as a back-office assistant, office assistant, or in another relevant administrative role
- Knowledge of “back-office” computer systems (ERP software)
- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office

Working Days:

- Tuesday (Preferred)
- Wednesday (Preferred)
- Thursday (Preferred)

Benefits:

- Flexible schedule

Administrative Duties:

- Scheduling
- Running errands
- Stocking supplies
- Sorting and sending mail
- Answering and routing phone calls
- Greeting visitors

Interested in applying? See full details and how to apply [here](#)

General Production Operator – Tegra Medical (Dartmouth)

Job Purpose:

Operator could be trained to perform any or all production tasks including the set up and/or operation of needles processing equipment such as tip guarding, butt end blast, tumbling, cleanliness testing of product, roll buffing of wire cannula & trocar, strip slot buffing, pre-clean, racking/unracking of epidurals & miscellaneous items, strip & basket, tip bend, 90 degree Huber bend, first bend, combining, second bend, taping, pull tests, assembly of cannula/stylet, alcohol wiping, overhead assembly, alcohol flushing, , hydroblast, grit blast, annealing, separating of epidurals, 100% inspection, flaring, strip buffing of huber needles, or epoxy.

Primary Responsibilities (Essential Functions)

- Read blueprint and job order at a basic level for product specifications such as dimensions, tolerances, and number of parts to be processed, and work instructions for all general requirements of the job task.
- Verify dimensions of finished work piece for conformance to specifications.
- Refill any used materials such as spent chemicals or grit blast sand.
- Place work pieces in hopper or fixture of automatic feeding device.
- Perform all assembly operations and some additional limited

machine operation throughout the manufacturing area.

- All production workers are expected to be available to work in all areas of production.
- Record production start/stop times, completed and scrap quantities on traveler.
- Tegra Medical is an Equal Opportunity Employer
- Record machine downtime on machine Operator Log.

Interested in applying? See full details and how to apply [here](#)

Brand Ambassador (Sales Associate) – American Eagle Outfitters (Dartmouth)

YOUR ROLE

As a part-time Brand Ambassador, you bring our brand to life every day! Your goal is to provide everyone who comes in the store with an amazing shopping experience, making their day better than before they came in. You are the face of our company and you're proud of it! You love the products and are passionate about building brand loyalty with every guest. Most of all, you represent our company values and bring your REAL self to work every day.

YOUR RESPONSIBILITIES

- You're a people person! You use the AEO Selling Model to engage with every guest to help them find exactly what they're looking for, and you do so with a "friends first" mindset. (What's the AEO Selling Model? Don't worry – we'll teach you everything you need to know!)
- You're passionate about AE & Aerie product! Guests come to you to educate them on product details and you are excited to make product suggestions to fit their needs.
- You share the brand love! You're eager to introduce the AEO loyalty program and additional brand channels to guests.
- You can hang! Your skillset rocks no matter what zone you're in and you can easily flex between the Salesfloor, Cash & Wrap, • Fitting Room and Stockroom as needed.

- You're an innovative problem solver! Making your guests' day is your priority and you're able to proactively resolve guest concerns while sticking to company policy.
- You're a team player – #teamwork! You're always willing to assist your team in #gettingthejobdone.
- You've got integrity! You do the right thing and you always adhere to AEO's policies & procedures.

YOU'D BE GREAT FOR THIS ROLE IF:

- You love interacting with people!
- You're full of energy and can handle multiple tasks in a fast-paced environment.
- You're available to work when guests shop (lookin' at your evenings, weekends & holidays!)
- You love AE and Aerie products.
- You've worked in retail before. #practicemakesperfect
- You're at least 16 years of age.

OUR BRAND AMBASSADORS LOVE AEO BECAUSE:

- They work with REAL people – there's nothing like your #AEOfamily.
- They're given opportunities for development, the chance to learn new skills, and are offered great potential for career advancement.
- They receive 40% off product at both AE & Aerie year-round (plus additional seasonal discounts with new Floorsets!)
- They participate in store contests for the chance to win FREE merchandise and other exclusive prizes.

Interested in applying? See full details and how to apply [here](#)

Hershey's Retail Sales Merchandiser (New Bedford MA – Barrington RI)

Summary:

To be considered for this role, candidates must reside in one of these following cities: Fall River, New Bedford, Seekonk or within 10 miles of this location.

This is a remote position; candidates must be comfortable traveling to each of these zip codes and store locations: Assonet, Barrington, Berkley, Bristol, East Freetown, Fairhaven, Fall River, Lakeville, Mattapoisett, Middleboro, Middletown, New Bedford, Newport, North Dartmouth, Portsmouth, Rehoboth, Riverside, Seekonk, Somerset, South Dartmouth, Swansea, Taunton, Tiverton, Warren, and Westport.

This position will require you to drive your personal vehicle up to 50 miles per day in your assigned territory.

To be considered for this role, we ask that all applicants upload their most up-to-date resume and attach it during their online application process.

A Part-Time role as a Retail Sales Merchandiser (RSM) is a great way for a relationship-oriented person to flex their selling skills while representing some of the biggest and most exciting brands in America! Our RSMs will sell and insure best in class merchandising to include building displays, packing out product, and replenishing permanent secondary displays and maintain salability of all authorized Hershey Items.

This position is considered "Continuous Part-Time" working 20 hours per week on a regular schedule of Monday – Thursday, 9am – 2:00pm. On average, an RSM will visit between 6-10+ accounts per day. No car allowance is provided; however, mileage for travel will be reimbursed at 53 cents per mile.

A RSM earns an hourly wage plus an annual cash bonus, 401k and paid vacation.

Major Duties & Responsibilities

- Sell and maintain 100% distribution of all "authorized" Hershey Items in assigned territory. Ensuring flawless retail execution of Headquarter Sales and Merchandising Plans (Retail Execution Plan) with various retailers.
- Achieve all merchandising objectives through the effective use of Permanent Secondary Displays and other display vehicles

established within the Retail Execution Plan

- Reporting of weekly activity, expenses, competitive activity, account changes, promotions and all administrative functions within assigned territory.
- Reporting of Daily activities through the use of tablets, submitting upon completion of each day.
- Responsible for Sales Territory – Varies due to territory size, number of retailers, and location.

Job Requirements Needed:

- Must have a valid US state issued driver's license
- Must have a personal vehicle in sound operating condition
- Must maintain personal auto insurance indicating minimum coverage of \$300,000 per person / \$300,000 per accident / \$100,000 property damage. The position also requires that you name The Hershey Company as an additional insured, or interested party, on your policy PRIOR to the date of hire.
- Must reside within the territory boundaries as listed in the job description
- Must be able to drive long distances to make multiple sales calls on a daily basis
- Must be able to lift 10-40 lbs. on a regular basis with or without reasonable accommodations
- Must be able to bend, kneel, stoop down and demonstrate manual dexterity on a frequent basis with or without reasonable accommodations
- Must be able to use tablet technology
- Must have daily access to wireless internet
- Must have flexibility and adaptability to changes in territory coverage
- Availability to work 20-25 hours per week. Regular work hours are Monday through Thursday, 9:00am – 2:00pm

Education:

- High School Diploma or GED equivalent

Experience:

- 3-4 years food merchandising is preferred but not required

So, what do you say? Would you like to represent fun brands like Reese's, Hershey's Kisses, Twizzlers and Jolly Ranchers in your spare time? If so...apply today! We'd love to hear from you!

The Hershey Company is an Equal Opportunity Employer. The policy of The Hershey Company is to extend opportunities to qualified applicants and employees on an equal basis regardless of an individual's race, color, gender, age, national origin, religion, citizenship status, marital status, sexual orientation, gender identity, transgender status, physical or mental disability, protected veteran status, genetic information, pregnancy, or any other categories protected by applicable federal, state or local laws.

Interested in applying? See full details and how to apply [here](#)

Cooks – Friendly's (Dartmouth)

Full-time, Part-time

Join the company with the vision to make the world Friendly, One Scoop at a Time!

Do you want to be part of a team whose mission is to Create Great Memories by bringing Family and Friends together? Year after year, we strive to be the best Friendly's we can be, because we owe it to our guests and to our team. We are friendly people!

Our team is filled with great people who are optimistic, fun and always act with integrity. Be one of those Friendly people who are making a difference in the business and the communities we serve on a daily basis.

Friendly's has opportunities for Cooks and Dishwashers to create simple moments of everyday happiness for our Guests! You bring the motivation, ability to multitask in a fast paced environment, and smiles and we will provide the training and

opportunities! Our restaurants are all about Life with Extra Sprinkles!

Interested in applying? See full details and how to apply [here](#)

Front Desk Receptionist – Dr.Dental (New Bedford)

Full-time

We are looking for a motivated bilingual English/Spanish Superstar to join our team. Must be self driven, be able to multi-task, be a team player and have a positive attitude.

Daily responsibilities include (but not limited to):

- Answering phones
- Calculating co-payments
- Verifying insurances
- Scheduling appointments
- Presenting Treatment plans

Benefits:

- 401k Match, Monthly bonus, paid sick time, paid vacation, paid holidays, dental/medical insurance

Experience:

- Customer service: 1 year (Preferred)
- 10 Key: 1 year (Preferred)
- Dental Front Office: 1 year (Preferred)

Interested in applying? See full details and how to apply [here](#)

Insulation Installer – National Lumber Family of Companies (New Bedford)

Full-time, \$17.00 to \$30.00 /hour

Family owned and operated since 1934, National Lumber is the largest independent building materials supplier in New England. We believe in offering satisfying career opportunities, not just jobs. Currently we have an opening for

an insulation installer in our Pro Insulators division.

Insulation Installer Description:

- Handle fiberglass batts, retrofit blown-in fiberglass and spray foam jobs
- Install seamless gutters and closet shelving

Insulation Installer Qualifications:

- Foam or batt insulation installation experience
- Team leader
- Clean driving record
- Time management and organization skills

Insulation Installer Benefits:

- Medical
- Dental
- Vision
- Life Insurance
- Disability Insurance
- Paid Vacation
- Paid Holidays
- Paid Sick Time
- 401k
- Uniform Allowance
- Employee Discount
- Tuition Reimbursement

Begin your career in the insulation business. Starting pay is \$17 per hour. We will train you on how to install insulation with our certified trainers. Once fully trained, our pay program will pay you weekly based upon what you install.

Already have experience? Our insulation installers can earn \$25-\$30 per hour installing batt and loose fill insulation.

This is a nice opportunity to work in a friendly environment. Co-workers support each other and teamwork is encouraged. We are looking for individuals that want to make as much money as they can by installing insulation. Full time with full benefit

package. Come start your career with Pro Insulators!

Experience:

- Insulation installation: 1 year (Required)
- Building materials industry: 1 year (Required)

Interested in applying? See full details and how to apply [here](#)

Bookseller – Barnes & Noble (Dartmouth)*Part-Time*

As a Bookseller, you are responsible for selling by providing exceptional customer service through our four core service principles. You make the shopping experience interactive and engaging by enthusiastically sharing your knowledge about our products and services and meeting the needs of the customer. You care about and value people and exemplify our core values.

Essential Functions

- Deliver exceptional customer service that ensures sales and high levels of customer satisfaction.
- Execute on the four core service principles: put the book in the customer's hand, offer to order, offer the Member program, and fast cashiering.
- Greet and establish rapport with customers, proactively engaging them in conversations about our products, services and promotions to determine their needs and recommend the right products.
- Ensure all customer transactions are processed accurately and in a timely manner.
- Share knowledge and enthusiasm about all our products, services, and promotions, providing a personalized experience to multiple customers at the same time.
- Respond to customer's concerns and questions, and secure the sale.
- Drive customer loyalty through successful selling of Memberships, gift cards, Kid's Club and other sales

initiatives.

- Communicate specific product needs to managers to ensure the store is stocked appropriately with in-demand titles and customer requests.
- Recover the selling floor during each shift by, gathering and restocking items, straightening bookcases, maintaining tables in the Café, maintaining restroom cleanliness, and performing other store housekeeping tasks.
- Support and promote business development sales and in-store events
- Assist in any area of the store as needed.
- Adhere to all inventory and loss prevention standards.
- Help orient new booksellers, ensuring a smooth acclimation to the store and our bookselling culture.

Qualifications

- Passion for selling
- Strong communication skills
- Spend the majority of time on the selling floor, which requires physical activity (i.e., prolonged standing, repetitive bending, lifting, climbing)
- Availability for early mornings, evenings, weekends and holidays to align with store needs

Interested in applying? See full details and how to apply [here](#)

Sales Associate – GUESS? (Dartmouth)

Position Overview

The sales associate is responsible for maintaining store standards and delivering a positive customer experience. The sales associate will also be responsible for a variety of operational duties as assigned by the store management team (i.e. housekeeping duties, visual presentation standards, etc.).

Customer Experience

- Greets customers immediately upon entering the store with a

smile and sincere non-business like greeting

- Creates a positive first impression for the customer through an energetic attitude and adhering to dress code
- Creates a sparkling clean and organized environment by maintaining store standards and cleanliness
- Provides customers with current relevant information about the product
- Provides quality service in the fitting rooms, follows up with customers in a timely manner and maintains cash wrap cleanliness
- Provides efficient service at the cash wrap, offers Gift Cards, maintains cash wrap cleanliness and captures customer information in the database
- Sincerely thanks all customers for shopping as they exit the store
- Cooperation & Dependability
- Satisfactorily completes all duties as assigned by management
- Is punctual and adheres to designated work schedule
- Is flexible and works well with peers and management to accomplish duties
- Demonstrates a sense of urgency to maintain visual standards within their assigned zone
- Follows GUESS Policies and Procedures 100%
- Performs housekeeping duties as required

Miscellaneous Responsibilities

- Participates in and attends all store meetings and other related functions
- Represents a positive attitude toward the merchandise and the company
- Participates in all inventories
- Assumes and completes other duties as assigned by store management
- Some heavy lifting in excess of 30 pounds
- Scheduled shifts may require standing for a minimum of eight hours

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

**Office Admin Assistant – Anesthesia Professionals, Inc.
(Dartmouth)**

Part-time, \$15.00 to \$17.00 /hour

Private medical practice seeking PT office/admin assistant for T, Th, F. Strong attention to detail and problem solving required. Some general knowledge of medical billing and provider credentialing a plus along with basic accounting functions. Will interact with providers, facilities and outside services. Must be able to multi task and prioritize work. Willingness to learn will allow candidates to succeed.

Associates degree or equivalent work experience preferred.

Experience:

- Office assistant: 2 years (Preferred)

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.

Reynolds DeWalt is Hiring for Mail Services Associates in New Bedford

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/>



The South Coast Hot Jobs List – February 09, 2020

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of February 09, 2020. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Career Day – Riley Brothers

**Come down check out Career Day on Wednesday 2/19/20 (10AM-4PM)
to APPLY & INTERVIEW ON THE SAME DAY!**

Riley Brothers is **HIRING** for **CDL DRIVERS, EQUIPMENT OPERATORS**
and **LABORERS**. If you want a job in construction then **COME**
BUILD YOUR FUTURE WITH US.

BRING your **DRIVERS LICENSE & A GOOD ATTITUDE**. Hiring on the
spot!

RILEY BROTHERS are located at:

- 479 MT. Pleasant St, New Bedford MA
- February 19th, 2020
- 10AM-4PM

If you are unable to attend in person you can apply for a job
online any time: <https://www.rileybrothers.net/careers>



Nurse Health Manager and Health Assistant positions – PACE

HEALTH ASSISTANT

\$12.34 – \$19.77/hour, 30 hours per week, 39 weeks per year

One year plus (1+) experience as a Medical Assistant, CNA, or
HHA preferred. Bi-lingual preferred. The Health Assistant is

responsible for assisting the Senior Health Assistant and Nurse Manager with clinical and clerical tasks pertaining to the health maintenance of students and staff. The Health Assistant will perform vision and hearing screenings, height and weight checks, medication administration, data entry, filing, and office organization. The Health Assistant is required to have a valid CPR/AED/First Aid training and computer proficiency.

The Health Assistant will provide clerical and clinical support in accordance with federal, state, and site regulations and policies, under the guidance of the Nurse Manager. Valid driver's license required. Must be able to pass CORI and DCF background checks.

Low-cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

Deadline to apply: 5:00 p.m., Friday, February 21, 2020

Must e-mail a cover letter with your mailing address, title of position, and resume/application to: hrjobapplications@paceinfo.org or mail the same information to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

NURSE/HEALTH MANAGER

\$27.50 – \$30.00/hr., 30 – 35 hrs. per wk., 48 – 52 wks. per yr.

RN licensure required in the State of Massachusetts and the

understanding of the policies and procedures that govern Early Childhood Learning Programs. Bi-lingual skills preferred. Must be able to pass CORI and DCF background checks. The Nurse/Health Manager will oversee the operations of the Health Service area of P.A.C.E., Head Start.

This position will assist the program in adhering to the NAEYC, EEC, and Federal Program Standards regarding the physicals and vaccinations for children in the program ranging from birth to 5 years old. Will be responsible for supervising the Health Assistants; perform mandatory vision, hearing, and health screenings for all children.

This role will work professionally and possess the communication skills necessary to work collaboratively with other staff, parents, and community members to support Head Start in understanding the health needs of the population and developing strategies to address those needs. Must be physically able to safely supervise pre-school children and attend to the scope of the duties listed in the job description including, but not limited to: lifting a child up to 40 lbs., able to climb stairs, walk moderate distances for home visits and related activities.

Low-cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

Deadline to apply: 5:00 p.m., Friday, February 21, 2020

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P.A.C.E., Inc.
P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

Automotive Parts Manager – Empire Ford

Empire Ford is currently looking to hire an experienced Automotive Parts Manager! We are looking for a qualified applicant to head our Parts Departments and are offering competitive pay and full benefits.

Previous Dealership Auto Parts experience IS REQUIRED!
Previous Ford experience is a PLUS!

We are in the business of selling new and used vehicles and providing exceptional service to those vehicles. We are also a designated Ford Commercial Vehicle Center, specializing on servicing medium and heavy duty commercial vehicles. Our Dealership has built a reputation on providing courteous, honest service. Our customers appreciate the way we do business, and we know you will too. If you want to work for a successful organization where you can make a difference, then this is the place for you. Send resume to Kevin Lighty, Service Manager at klighty@buyempireautogroup.com

WE OFFER:

- We offer top pay for qualified applicants!
- Benefits available include medical, dental & paid time off!
- Ongoing training and development!
- Long standing dealer group with an exceptional reputation in the community!
- Strong, supportive team work environment!

RESPONSIBILITIES

- Properly staff department; including hiring, training, and monitoring the performance of all parts department employees.
- Create and oversee an annual operating budget for the parts department.

- Work with the service department, collision repair and wholesale account representatives to ensure inventory is available when needed.
- Establish competitive pricing in various categories while generating profits and maintaining high CSI.
- Determine appropriate inventory levels and ensure periodic parts turnover.
- Adjust stock to eliminate accumulation of unused or old parts.
- Confirming that parts are appropriately coded so the dealership can claim a complete refund for unused factory stock.
- Review sales, costs and stock monthly to ensure budget is met.
- Reynolds experience is a plus.

PREVIOUS DEALERSHIP AUTO PARTS EXPERIENCE IS REQUIRED!

REQUIREMENTS

- Previous Dealership Automotive Parts Manager Experience
- General Ford Experience is a PLUS
- Must be able to Pass a Background Check
- Excellent Communication Skills
- Integrity, A Positive Attitude And A Strong Work Ethic Required
- Eager for continuous growth, both within the department and personally

Experience:

- Ford Parts: 1 year (Preferred)
- Parts Manager: 1 year (Preferred)

Benefits:

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

- Paid time off

Salary: \$70,000.00 to \$150,000.00 /year

Pay may depend on skills and/or qualifications

Additional Compensation:

- Commission
- Bonuses
- Store Discounts□

Send resume to Kevin Lighty, Service Manager at
klighty@buyempireautogroup.com
<https://www.empirefordofnewbedford.com/>

**Branch Manager and Retail Services Representative positions –
New Bedford Credit Union**

NBCU is a community-based credit union providing its members with the best service possible within its resources and through a wide range of products. New Bedford Credit Union (NBCU) offers competitive rates for mortgages, new and used auto loans, personal loans plus has high-interest checking and savings accounts.

NEW BEDFORD CREDIT UNION

Applications/resumes may be submitted via e-mail (not secure), fax, postal mail, or dropped-off in person.

ATTN: Human Resources
New Bedford Credit Union
1150 Purchase Street
New Bedford, MA 02740

E: joliveira@newbedfordcu.com
T: 508-994-6546 Ext. 103
F: 508-990-7472

Visit them on their Facebook Page.

JOB TITLE/DEPARTMENT: Branch Manager/Retail Services
CLASSIFICATION

Exempt

POSITION TYPE/EXPECTED HOURS OF WORK

Full-time/salaried

AUTHORITY AND REPORTING RELATIONSHIP

The Branch Manager supervises and directs the work of all branch employees. The Branch Manager reports to the Branch Administrator/VP Operations.

AMOUNT OF INDEPENDENT ACTION OF THE POSITION

Approval may be required when solution is not within normal policies and procedures. The Branch Manager may make exceptions to policy as appropriate and within authority.

SUMMARY/OBJECTIVE

The Branch Manager plans, controls, supervises, and coordinates Credit Union services and activities of the branch office. Contribute to NBCU's achievement of the goals outlined in its strategic plan by effectively leading the branch staff, managing the operations, and creating an effective sales and service culture in the branch. Identify branch business, and member service, opportunities.

ESSENTIAL FUNCTIONS

- Plan and execute a successful sales and coaching strategy plan, in accordance with the goals of the Credit Unions' business and marketing plan.
- Train and develop the branch staff with sales goals.
- Maintain superior product knowledge of all Credit Union products.
- Plan and hold product knowledge training meetings with informational hand-outs.
- Assist branch staff in solving member problems, serving as

an operational reference.

- Assign and approve the scheduled work hours and breaks for all branch staff.
- Oversee the investigation of teller losses, and institute corrective action as necessary.
- Oversee and assist in the job training of new staff; provide general performance input.
- Open and close the branch office – and execute daily operations in accordance with credit union policies and procedures.
- Actively participate in a sales and service culture consistent with the Credit Union's business plan goals and encourage other staff members to meet or exceed sales goals, as necessary.
- Build partnerships between businesses and NBCU as outlined in the business plan.
- Attend outside events to grow NBCU relationships with their partners.
- Support credit union member relations through on-going customer contact, quality customer service, and superior product knowledge.
- Maintain an overview of the credit union's current operating system for financial transactions.
- Promote and demonstrate electronic account information delivery systems to new members.
- Respond to all ATM outage issues and notify VP of Operations in a timely manner as issues arise.
- Verify weekly branch cash and ATM shipments.
- Balance and verify receipt of incoming cash orders for the branch. Balance and add cash to ATM.
- Audit ATM, and Vault as well as cash drawers, on a monthly basis, according to policy.
- See to the accurate completion of required audit logs.
- Execute annual branch staff performance evaluations.
- Ensure that branch staff is adhering to all security procedures, and that building maintenance issues are reported and corrected.

- Learn the XP2 Cross-Sell platform used to promote and cross-sell loans and savings products and services, in order to train staff and update as necessary.
- Learn the EFUNDS pre-approval platform used to promote and cross-sell loan products and services, in order to train staff and update as necessary.
- Initiate auto, home, personal loans and lines of credit; assist borrowers with the loan application process.
- Analyze credit history of applicants and determine loan repayment capabilities.
- Negotiate credit terms, such as costs, loan repayment methods and collateral specifications.
- Approval authority within Loan Policy limits and is granted at the discretion of the Vice President of Lending. Management approval is required when solution is not within normal policy limits.
- Comply with the Credit Union's SAFE Act Policy and procedures.
- Comply with Truth in Lending (Regulation Z), Equal Credit Opportunity (Regulation B), and all applicable lending regulations.
- Attend meetings and seminars related to the Credit Union's operations and branch-related supervisory duties.
- Compliance with Bank Secrecy Act, OFAC and USA PATRIOT Act including Member Identification Program, member due diligence, identifying high risk accounts, reporting suspicious activities to Supervisor or BSA Officer. Comply with USA Patriot Act when identifying loan applicants. Ensure all checks disbursed to vendors comply with OFAC regulations. Accurate completion of CTR and Monetary Instrument log.

QUALIFICATIONS

- High school graduate or GED.
- Minimum of two (2) years of customer service experience is required.
- Minimum of two (2) years of supervisory experience is required.

- Prior experience working in banking required.
- Prior teller experience is preferred, but not required.
- A minimum of 1-2 years of experience in consumer and/or mortgage lending is a plus but is not required.
- Knowledge in Real Estate Settlement Procedures (Reg. X), Truth in Lending (Reg. Z), and Equal Credit Opportunity (Reg. B) is a plus, but not required.
- Intermediate skills related to Microsoft Office applications.
- Mathematical aptitude.

COMPETENCIES

- Strong leadership skills and the ability to motivate others are necessary.
- Positive, professional business relationships within the credit union.
- The ability to work independently and take-on additional projects as assigned.
- The ability to meet deadlines.
- Strong organizational skills.
- Excellent oral and written communication skills.
- A strong commitment to achieving personal growth and success.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 20 pounds. The employee is frequently required to sit, stand for long periods of time, walk, bend, talk, hear, use hands to finger, handle or

feel; and reach with hands and arms.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

New Bedford Credit Union is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of age, race, color, disability or handicap, gender, sex, sexual orientation, religion or creed, ancestry or national origin, military or veteran status, marital status, gender identity of expression, genetic information, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

It is the policy of NBCU to provide reasonable accommodation for qualified employees with disabilities. If you need accommodation to perform the essential functions of your position, please contact Human Resources directly. Full-time employees are offered a competitive salary commensurate with experience and a comprehensive benefits package including health, dental, short- & long-term disability, term life insurance, AD&D insurance, 401 (k) plan, and tuition assistance.

SIGNATURES

This job description has been approved by all levels of management:

- Department Manager
- Human Resource Manager



JOB TITLE/DEPARTMENT: Retail Services Representative/Retail Services

CLASSIFICATION

Non-exempt

- Part-time, non-exempt (18-20 hours weekly)
- Full-time, non-exempt (36-40 hours weekly)

AUTHORITY AND REPORTING RELATIONSHIP

The Retail Services Representative position reports to the Head Retail Services Representative.

AMOUNT OF INDEPENDENT ACTION OF THE POSITION

Approval required when solution is not within normal policies and procedures.

SUMMARY/OBJECTIVE

Provide basic cash receipt and payment services in accordance with credit union procedures. Provide services in a timely, accurate and courteous manner to Credit Union members. Cross-sells additional credit union products/services. Respond to members' requests, problems and complaints, and/or directs them to the proper person for resolution.

ESSENTIAL FUNCTIONS

- Maintain Retail Services Representative drawer with adequate

cash supplies – and according to policy guidelines.

- Settle Retail Services Representative drawer daily.
- Answer the telephone.
- File new and/or closed signature cards.
- Verify validity of checks and cash received.
- Place appropriate holds on all checks in accordance with applicable policies and regulations.
- Process money orders.
- Process cash advances.
- Promote good member relations by providing premium member service.
- Process mail payments.
- Assess members' individual credit union needs, and use NBCU product knowledge to address those needs by way of cross-selling credit union services.
- Adhere to all security procedures as well as other departmental policies and procedures.
- Compliance with Bank Secrecy Act, OFAC and USA PATRIOT Act including accurate completion of CTR, Monetary Instrument log, and reporting of suspicious activities to supervisor.

QUALIFICATIONS

- High school graduate or GED.
- Minimum of two (2) years cash-handling experience is required.
- Minimum of two (2) years of customer service experience is required..
- Prior experience working in banking or finance is preferred, but not required.
- Prior Retail Services Representative experience is preferred, but not required.
- Basic skills related to Microsoft Office applications.
- Mathematical aptitude.

COMPETENCIES

- Positive, professional business relationships within the credit union.

- The ability to work independently and take-on additional projects as assigned.
- The ability to meet deadlines.
- Strong organizational skills.
- Excellent oral and written communication skills.
- A strong commitment to achieving personal growth and success.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 20 pounds. The employee is frequently required to sit, stand for an extended period, walk, bend, talk, hear, use hands to finger, handle or feel; and reach with hands and arms.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

New Bedford Credit Union is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of age, race, color, disability or handicap, gender, sex, sexual orientation, religion or creed, ancestry or national origin, military or veteran status, marital status, gender identity of expression, genetic information, pregnancy and pregnancy-related conditions, or any other

characteristic protected by law.

It is the policy of NBCU to provide reasonable accommodation for qualified employees with disabilities. If you need accommodation to perform the essential functions of your position, please contact Human Resources directly. Full-time employees are offered a competitive salary commensurate with experience and a comprehensive benefits package including health, dental, short & long term disability, term life insurance, AD&D insurance, 401 (k) plan, and tuition assistance.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ Date:

Employee Name (printed): _____



**Office Admin Assistant – Anesthesia Professionals, Inc.
(Dartmouth)**

Part-time, \$15.00 to \$17.00 /hour

Private medical practice seeking PT office/admin assistant for T, Th, F. Strong attention to detail and problem solving required. Some general knowledge of medical billing and

provider credentialing a plus along with basic accounting functions. Will interact with providers, facilities and outside services. Must be able to multi task and prioritize work. Willingness to learn will allow candidates to succeed.

Associates degree or equivalent work experience preferred.

Experience:

- Office assistant: 2 years (Preferred)

Interested in applying? See full details and how to apply [here](#)

Front Desk Coordinator/Receptionist – New Bedford Pediatric Dentistry & Orthodontics

Full-Time

New Bedford Pediatric Dentistry & Orthodontics is seeking a Front Desk Coordinator who is reliable, motivated, organized, efficient, with outstanding communication skills, and a team player to join our practice. Spanish speaking a plus. This is a Full-time position with benefits.

Responsibilities include patient scheduling, accounts receivables, and extensive phone communication skills, background of dental insurance coverage's including orthodontics, co-payment allocations, insurance billing including orthodontics, knowledge of Masshealth Insurance. Strong computer knowledge including Eaglesoft,

Experience:

- Dental office: 1 year (Preferred)

Language:

- Spanish (Required)

Benefits:

- Health insurance
- Retirement plan
- Paid time off

- Tuition reimbursement

Interested in applying? See full details and how to apply [here](#)

BBW Sales Support – Bath & Body Works (Dartmouth)

Description

Individual contributor position responsible for supporting the business on high volume days with the ability to flex into multiple roles including selling, cashiering, replenishing and/or processing. Drive store sales through personally engaging with customers, answering questions, perform demonstrations, and product recommendations.

Responsibilities:

- Deliver friendly and efficient cash wrap experience.
- Reinforce customer buying decisions at checkout.
- Recover merchandise on sales floor.
- Replenish merchandise to brand standard.
- Process merchandise to be floor ready and maintain back room.
- Assist with other projects as needed including floorset and shipment processes.

Qualifications

- Excellent communication skills.
- Available to work on designated high volume peak days.

An equal opportunity employer, we do not discriminate in hiring or terms and conditions of employment because of an individual's race, color, religion, gender, gender identity, national origin, citizenship, age, disability, sexual orientation, marital status or any other protected category recognized by state, federal or local laws. We only hire individuals authorized for employment in the United States.

Interested in applying? See full details and how to apply [here](#)

Brand Representative – Hollister Co. (Dartmouth)

Abercrombie & Fitch Co. is a leading global specialty retailer of high-quality, casual apparel for men, women and kids with an active, youthful lifestyle under its Abercrombie & Fitch, abercrombie kids, and Hollister Co. brands. A&F was founded in 1892 and is based in New Albany, Ohio. A&F sells merchandise through retail stores in the United States, Canada, Europe, Asia, Mexico, and the Middle East. The Company also operates e-commerce websites at www.abercrombie.com, www.abercrombiekids.com, www.hollisterco.com

THE JOB

- The Hollister associate is truly engaged.
- They provide great customer service by anticipating and responding to customer needs.
- An individual who is outgoing, stylish, and helpful.
- They demonstrate a keen awareness of the store environment by ensuring they always remain approachable and warm.

They are able to initiate conversations and connect with the customer by communicating in a genuine and articulate way; that ensures the customer is always the first priority.

Demonstrates relatable, confident and highly social behaviors on the sales floor that translate into closing the sale.

WHAT IT TAKES

- Adaptability / Flexibility
- Stress Tolerance
- Applied Learning
- Attention to Detail
- Multi-Tasking
- Work Ethic

WHAT YOU'LL DO

- Customer Experience
- Store Presentation and Sales Floor
- Communication

- Asset Protection and Shrink
- Policies and Procedures
- Training and Development

Interested in applying? See full details and how to apply [here](#)

Brand Ambassador (Sales Associate) – American Eagle Outfitters (Dartmouth)

YOUR ROLE

As a part-time Brand Ambassador, you bring our brand to life every day! Your goal is to provide everyone who comes in the store with an amazing shopping experience, making their day better than before they came in. You are the face of our company and you're proud of it! You love the products and are passionate about building brand loyalty with every guest. Most of all, you represent our company values and bring your REAL self to work every day.

YOUR RESPONSIBILITIES

- You're a people person! You use the AEO Selling Model to engage with every guest to help them find exactly what they're looking for, and you do so with a "friends first" mindset. (What's the AEO Selling Model? Don't worry – we'll teach you everything you need to know!)
- You're passionate about AE & Aerie product! Guests come to you to educate them on product details and you are excited to make product suggestions to fit their needs.
- You share the brand love! You're eager to introduce the AEO loyalty program and additional brand channels to guests.
- You can hang! Your skillset rocks no matter what zone you're in and you can easily flex between the Salesfloor, Cash & Wrap, • Fitting Room and Stockroom as needed.
- You're an innovative problem solver! Making your guests' day is your priority and you're able to proactively resolve guest concerns while sticking to company policy.
- You're a team player – #teamwork! You're always willing to

assist your team in #gettingthejobdone.

- You've got integrity! You do the right thing and you always adhere to AEO's policies & procedures.

YOU'D BE GREAT FOR THIS ROLE IF:

- You love interacting with people!
- You're full of energy and can handle multiple tasks in a fast-paced environment.
- You're available to work when guests shop (lookin' at your evenings, weekends & holidays!)
- You love AE and Aerie products.
- You've worked in retail before. #practicemakesperfect
- You're at least 16 years of age.

OUR BRAND AMBASSADORS LOVE AEO BECAUSE:

- They work with REAL people – there's nothing like your #AEOfamily.
- They're given opportunities for development, the chance to learn new skills, and are offered great potential for career advancement.
- They receive 40% off product at both AE & Aerie year-round (plus additional seasonal discounts with new Floorsets!)
- They participate in store contests for the chance to win FREE merchandise and other exclusive prizes.

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

Hershey's Retail Sales Merchandiser (New Bedford MA – Barrington RI)

Summary:

To be considered for this role, candidates must reside in one of these following cities: Fall River, New Bedford, Seekonk or within 10 miles of this location.

This is a remote position; candidates must be comfortable traveling to each of these zip codes and store locations: Assonet, Barrington, Berkley, Bristol, East Freetown,

Fairhaven, Fall River, Lakeville, Mattapoisett, Middleboro, Middletown, New Bedford, Newport, North Dartmouth, Portsmouth, Rehoboth, Riverside, Seekonk, Somerset, South Dartmouth, Swansea, Taunton, Tiverton, Warren, and Westport.

This position will require you to drive your personal vehicle up to 50 miles per day in your assigned territory.

To be considered for this role, we ask that all applicants upload their most up-to-date resume and attach it during their online application process.

A Part-Time role as a Retail Sales Merchandiser (RSM) is a great way for a relationship-oriented person to flex their selling skills while representing some of the biggest and most exciting brands in America! Our RSMs will sell and insure best in class merchandising to include building displays, packing out product, and replenishing permanent secondary displays and maintain salability of all authorized Hershey Items.

This position is considered "Continuous Part-Time" working 20 hours per week on a regular schedule of Monday – Thursday, 9am – 2:00pm. On average, an RSM will visit between 6-10+ accounts per day. No car allowance is provided; however, mileage for travel will be reimbursed at 53 cents per mile.

A RSM earns an hourly wage plus an annual cash bonus, 401k and paid vacation.

Major Duties & Responsibilities

- Sell and maintain 100% distribution of all "authorized" Hershey Items in assigned territory. Ensuring flawless retail execution of Headquarter Sales and Merchandising Plans (Retail Execution Plan) with various retailers.
- Achieve all merchandising objectives through the effective use of Permanent Secondary Displays and other display vehicles established within the Retail Execution Plan
- Reporting of weekly activity, expenses, competitive activity, account changes, promotions and all administrative

functions within assigned territory.

- Reporting of Daily activities through the use of tablets, submitting upon completion of each day.
- Responsible for Sales Territory – Varies due to territory size, number of retailers, and location.

Job Requirements Needed:

- Must have a valid US state issued driver's license
- Must have a personal vehicle in sound operating condition
- Must maintain personal auto insurance indicating minimum coverage of \$300,000 per person / \$300,000 per accident / \$100,000 property damage. The position also requires that you name The Hershey Company as an additional insured, or interested party, on your policy PRIOR to the date of hire.
- Must reside within the territory boundaries as listed in the job description
- Must be able to drive long distances to make multiple sales calls on a daily basis
- Must be able to lift 10-40 lbs. on a regular basis with or without reasonable accommodations
- Must be able to bend, kneel, stoop down and demonstrate manual dexterity on a frequent basis with or without reasonable accommodations
- Must be able to use tablet technology
- Must have daily access to wireless internet
- Must have flexibility and adaptability to changes in territory coverage
- Availability to work 20-25 hours per week. Regular work hours are Monday through Thursday, 9:00am – 2:00pm

Education:

- High School Diploma or GED equivalent

Experience:

- 3-4 years food merchandising is preferred but not required

So, what do you say? Would you like to represent fun brands like Reese's, Hershey's Kisses, Twizzlers and Jolly Ranchers

in your spare time? If so...apply today! We'd love to hear from you!

The Hershey Company is an Equal Opportunity Employer. The policy of The Hershey Company is to extend opportunities to qualified applicants and employees on an equal basis regardless of an individual's race, color, gender, age, national origin, religion, citizenship status, marital status, sexual orientation, gender identity, transgender status, physical or mental disability, protected veteran status, genetic information, pregnancy, or any other categories protected by applicable federal, state or local laws.

Interested in applying? See full details and how to apply [here](#)

Cooks – Friendly's (Dartmouth)

Full-time, Part-time

Join the company with the vision to make the world Friendly, One Scoop at a Time!

Do you want to be part of a team whose mission is to Create Great Memories by bringing Family and Friends together? Year after year, we strive to be the best Friendly's we can be, because we owe it to our guests and to our team. We are friendly people!

Our team is filled with great people who are optimistic, fun and always act with integrity. Be one of those Friendly people who are making a difference in the business and the communities we serve on a daily basis.

Friendly's has opportunities for Cooks and Dishwashers to create simple moments of everyday happiness for our Guests! You bring the motivation, ability to multitask in a fast paced environment, and smiles and we will provide the training and opportunities! Our restaurants are all about Life with Extra Sprinkles!

Interested in applying? See full details and how to apply [here](#)

Front Desk Receptionist – Dr.Dental (New Bedford)

Full-time

We are looking for a motivated bilingual English/Spanish Superstar to join our team. Must be self driven, be able to multi-task, be a team player and have a positive attitude.

Daily responsibilities include (but not limited to):

- Answering phones
- Calculating co-payments
- Verifying insurances
- Scheduling appointments
- Presenting Treatment plans

Benefits:

- 401k Match, Monthly bonus, paid sick time, paid vacation, paid holidays, dental/medical insurance

Experience:

- Customer service: 1 year (Preferred)
- 10 Key: 1 year (Preferred)
- Dental Front Office: 1 year (Preferred)

Interested in applying? See full details and how to apply [here](#)

Insulation Installer – National Lumber Family of Companies (New Bedford)

Full-time, \$17.00 to \$30.00 /hour

Family owned and operated since 1934, National Lumber is the largest independent building materials supplier in New England. We believe in offering satisfying career opportunities, not just jobs. Currently we have an opening for an insulation installer in our Pro Insulators division.

Insulation Installer Description:

- Handle fiberglass batts, retrofit blown-in fiberglass and spray foam jobs
- Install seamless gutters and closet shelving

Insulation Installer Qualifications:

- Foam or batt insulation installation experience
- Team leader
- Clean driving record
- Time management and organization skills

Insulation Installer Benefits:

- Medical
- Dental
- Vision
- Life Insurance
- Disability Insurance
- Paid Vacation
- Paid Holidays
- Paid Sick Time
- 401k
- Uniform Allowance
- Employee Discount
- Tuition Reimbursement

Begin your career in the insulation business. Starting pay is \$17 per hour. We will train you on how to install insulation with our certified trainers. Once fully trained, our pay program will pay you weekly based upon what you install.

Already have experience? Our insulation installers can earn \$25-\$30 per hour installing batt and loose fill insulation.

This is a nice opportunity to work in a friendly environment. Co-workers support each other and teamwork is encouraged. We are looking for individuals that want to make as much money as they can by installing insulation. Full time with full benefit package. Come start your career with Pro Insulators!

Experience:

- Insulation installation: 1 year (Required)
- Building materials industry: 1 year (Required)

Interested in applying? See full details and how to apply [here](#)

Bookseller – Barnes & Noble (Dartmouth)

Part-Time

As a Bookseller, you are responsible for selling by providing exceptional customer service through our four core service principles. You make the shopping experience interactive and engaging by enthusiastically sharing your knowledge about our products and services and meeting the needs of the customer. You care about and value people and exemplify our core values.

Essential Functions

- Deliver exceptional customer service that ensures sales and high levels of customer satisfaction.
- Execute on the four core service principles: put the book in the customer's hand, offer to order, offer the Member program, and fast cashiering.
- Greet and establish rapport with customers, proactively engaging them in conversations about our products, services and promotions to determine their needs and recommend the right products.
- Ensure all customer transactions are processed accurately and in a timely manner.
- Share knowledge and enthusiasm about all our products, services, and promotions, providing a personalized experience to multiple customers at the same time.
- Respond to customer's concerns and questions, and secure the sale.
- Drive customer loyalty through successful selling of Memberships, gift cards, Kid's Club and other sales initiatives.
- Communicate specific product needs to managers to ensure the

store is stocked appropriately with in-demand titles and customer requests.

- Recover the selling floor during each shift by, gathering and restocking items, straightening bookcases, maintaining tables in the Café, maintaining restroom cleanliness, and performing other store housekeeping tasks.
- Support and promote business development sales and in-store events
- Assist in any area of the store as needed.
- Adhere to all inventory and loss prevention standards.
- Help orient new booksellers, ensuring a smooth acclimation to the store and our bookselling culture.

Qualifications

- Passion for selling
- Strong communication skills
- Spend the majority of time on the selling floor, which requires physical activity (i.e., prolonged standing, repetitive bending, lifting, climbing)
- Availability for early mornings, evenings, weekends and holidays to align with store needs

Interested in applying? See full details and how to apply [here](#)

Sales Associate – GUESS? (Dartmouth)

Position Overview

The sales associate is responsible for maintaining store standards and delivering a positive customer experience. The sales associate will also be responsible for a variety of operational duties as assigned by the store management team (i.e. housekeeping duties, visual presentation standards, etc.).

Customer Experience

- Greets customers immediately upon entering the store with a smile and sincere non-business like greeting
- Creates a positive first impression for the customer through

an energetic attitude and adhering to dress code

- Creates a sparkling clean and organized environment by maintaining store standards and cleanliness
- Provides customers with current relevant information about the product
- Provides quality service in the fitting rooms, follows up with customers in a timely manner and maintains cash wrap cleanliness
- Provides efficient service at the cash wrap, offers Gift Cards, maintains cash wrap cleanliness and captures customer information in the database
- Sincerely thanks all customers for shopping as they exit the store
- Cooperation & Dependability
- Satisfactorily completes all duties as assigned by management
- Is punctual and adheres to designated work schedule
- Is flexible and works well with peers and management to accomplish duties
- Demonstrates a sense of urgency to maintain visual standards within their assigned zone
- Follows GUESS Policies and Procedures 100%
- Performs housekeeping duties as required

Miscellaneous Responsibilities

- Participates in and attends all store meetings and other related functions
- Represents a positive attitude toward the merchandise and the company
- Participates in all inventories
- Assumes and completes other duties as assigned by store management
- Some heavy lifting in excess of 30 pounds
- Scheduled shifts may require standing for a minimum of eight hours

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.

Riley Brothers is Hosting a Career Day in New Bedford on February 19th

Come down check out Career Day on Wednesday 2/19/20 (10AM-4PM) to APPLY & INTERVIEW ON THE SAME DAY!

Riley Brothers is **HIRING** for CDL DRIVERS, EQUIPMENT OPERATORS and LABORERS. If you want a job in construction then COME BUILD YOUR FUTURE WITH US.

BRING your DRIVERS LICENSE & A GOOD ATTITUDE. Hiring on the spot!

- RILEY BROTHERS is located at:
- 479 MT. Pleasant St, New Bedford MA
- February 19th, 2020
- 10AM-4PM

If you are unable to attend in person you can apply for a job online any time: <https://www.rileybrothers.net/careers>



St. Anne's Credit Union is Hiring for a Full Time Marketing Analyst

St. Anne's Credit Union has a full-time Marketing Analyst position available at our Corporate Office. Under the direct supervision of the VP of Marketing, the Marketing Analyst will assist with research, projects, campaigns, and administration to promote the Credit Union's brand, increase sales, and support the business lines. **Apply HERE:** <https://www.stannes.com/Careers#Marketing-Analyst>

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St. Anne's offers full-time employees a competitive salary commensurate with experience and a comprehensive benefits package including:

- 401(k)
- Health & dental insurance
- Life insurance

- Short & long term disability insurance
- Educational assistance
- Paid vacations and holidays
- Personal and sick days
- Employee Assistance Program (EAP)
- Free checking

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Research and Analysis

Analyzes promotions against actual purchase and ROI. Strategizes on content management system (CMS) and Google reporting structure for efficiency and achievement. Performs research and analysis on competitors, identifies emerging trends and key opportunities for innovation. Ability to demonstrate product awareness and an understanding of the needs of target demographic. Assists with maintaining up to date archives of all marketing files.

Website

Maintains website content and reviews periodically to ensure links are working properly and content is both current and accurate

Events

Processes and compiles feedback from events, focus groups and surveys. Provides suggestions for optimization

Plans, schedules and participates in events including but not limited to annual concert, trade shows, parades, anniversary and grand opening celebrations, in-branch promotions, seminars and meetings. Plays an active role as one of the Credit Union's external event planners to promote the Credit Union's image to the business community and general public

Email Marketing/Social Media

Maintains Email Marketing Software (Constant Contact or other)
Understanding of digital media, Facebook, Twitter, YouTube and other social media platforms.

Marketing Materials and Promotional Items

Assists with the creation, production and review of sales and marketing materials including but not limited to PowerPoint presentations, fact sheet, brochures, posters, stationery, announcements and other forms and documents.

Assists in writing and editing marketing literature for internal and external audiences for deployment on various marketing channels including but not limited to press releases, newsletters, reports and social media

Manages inventory of credit union mentions, reviews and promotional items

Strategy and Image

Works as part of the marketing team to develop strategies and plans to support advertising/social media campaigns that are designed to increase product usage, community awareness, market penetrations and other Credit Union goals provided by management

Responsible for promoting and expanding the image and brand, ensuring consistency and integrity

Monitors sites for posting traffic and manages brand reputation across online platforms, responds to reviews and questions

Checks functionality, proofs content and monitors all assigned projects (i.e., rates on website) keeping project plan spreadsheet up to date

Adheres to Credit Union's confidentiality policy and safeguard member information

EDUCATION, EXPERIENCE & SKILLS REQUIRED:

EFFORT:

Drives to and attends meetings as required

Transports and sets up displays having the ability to lift books, boxes, supplies, etc. 40 lbs.

Frequently loads and unloads vehicle with supplies for events offsite

Visits branch locations in performance of duties

Speaks and listens to consumers and explains Credit Union products and services

Hand dexterity required to operate computer terminal and/or related equipment

QUALIFICATIONS:

Bachelor's degree (preferably in Marketing, Advertising or English) with 3 years' relevant experience (banking or finance preferred), or combination thereof

Highly detail oriented with excellent proofreading skills and attention to detail.

Must have strong organizational, project management and multitasking skills with the ability to manage a number of projects at the same time, working independently or as a team. Excellent interpersonal skills, self-motivated and articulate. Digital advertising and media buying experience a plus!

Strong copywriting, verbal and communication skills, must be accurate and organized in presentation of materials. Proficient with Microsoft Office (Outlook, Word, Excel, PowerPoint); experience with Adobe Photoshop an advantage.

Multi-lingual a plus!

Ready to apply?

<https://www.stannes.com/Careers#Marketing-Analyst>



About St. Anne's Credit Union:

Founded in 1936 and headquartered in Fall River, MA, St. Anne's Credit Union has been providing financial products and services to SouthCoast communities for over 80 years.

St. Anne's Credit Union was established in the midst of a depression, by a young man named William J. Cyr who saw the possibilities – people helping each other regain their financial health. With the assistance of a group of friends, Cyr began collecting 25 cents from several people after church each Sunday to accumulate enough funds to qualify for a federal charter. With assets totaling \$1016, St. Anne's became a fully sanctioned federal credit union in 1936. Realizing the positive impact this had on the community, Cyr went on to found 36 more credit unions throughout New England.

St. Anne's Credit Union maintains Cyr's original commitment to members and to the community to this very day – people have looked to St. Anne's Credit Union as a sound, safe place for the best in banking products. Also a leader in mortgage lending and consumer lending, more and more people turn to St. Anne's to secure loans for used cars, trucks and vans, higher education, mortgages, home improvements and more.

With over \$900 million in assets and more than 55,000 members, St. Anne's Credit Union has more than 150 employees servicing eight branches including Dartmouth, Fairhaven, Fall River, New Bedford, Somerset, and Swansea. St. Anne's Credit Union has also been recognized by Banker and Tradesman as the #1 Credit Union in Massachusetts in addition to being named one of the leading lenders in Bristol County. For more information, stop by any one of our branches or call 1-877-782-6637.