

# **The South Coast Hot Jobs List – October, 06 2019**

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of October 06 2019. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

## **SSYI Case Manger – United Way of Greater New Bedford**

*\$17 an hour*

United Way of Greater New Bedford (UWGNB) fights for the health, education, financial stability and basic needs of every person in the nine communities it serves. We are actively involved in our communities, supporting organizations and strategically creating initiatives and offering services where gaps exist.

Every United Way of Greater New Bedford staff member serves as an ambassador for the organization, demonstrating a culture of fundraising, service and volunteer engagement.

Since 2017, UWGNB has served as the Lead Agency for New Bedford's Safe & Successful Youth Initiative (SSYI), a statewide initiative funded by the Executive Office of Health and Human Services aimed at reducing youth violence in communities. SSYI is a youth violence prevention and intervention initiative that operates in MA cities with the highest juvenile crime rates. SSYI targets a small number of young men and women ages 17-24, that local police have identified as "proven risk" or "impact players." These individuals are substantially gang involved, most likely to be a victim or perpetrator of violent weapons offense, or engaged in high volume illegal activity. SSYI reaches out to these individuals and offers a chance to redirect their lives through educational, employment, and behavioral health

services.

The ideal candidate for this position will have a thorough understanding of and have strong ties to the New Bedford community and have existing relationships with its community members. They will be familiar with the youth gang culture in our community and have the experience and skills required to work effectively with very high-risk young men and women.

**Duties and Responsibilities:**

- Engage and provide support to identified participants utilizing case management tools provided
- Work with the SSYI Director to complete Intake-Assessments/ORAS to identify participants criminogenic factors
- Create individualized service plans (ISP's) and adopt S.M.A.R.T. Goals model for each participant
- Diligent data entry into the SSYI CRM
- Monitor participant activity related to achieving personal and programmatic goals, and providing corrective action revisions to participant portfolios as needed
- Be available to SSYI Participants for individual consultation as needed
- Maintain accurate documentation of service objectives and outcomes
- Monthly review/audit of client files to ensures plans address identified needs, are up-to-date and data quality is maintained
- Ensure that participants are knowledgeable of advocacy supports available to them
- Assist in obtaining necessary resources/ documentation to achieve portfolio management goals
- Analyze program data and plan for program improvements
- Work with the SSYI Director to create opportunities for SSYI participants in education, work force development, on the job training, and life skills
- Exhibit professionalism in all job functions, including confidentiality and establish and maintain effective

relationships with all collaterals

- Work in collaboration with the New Bedford SSYI Funded Partners: New Bedford Police Department, Child and Family Services, • • Office of the Sheriff's Department to meet program goals and performance targets
- Attend monthly case management meetings
- Attend program-related community, initiative and committee meetings;
- Attend trainings/workshops for professional development
- Participate in weekly supervision with supervisor(s)
- Adheres to strict boundaries and professional ethics in the care of others
- Conducts crisis intervention as needed
- Commits to continuous growth and learning through consultation, training, and in-service opportunities

### **Desired Knowledge and Qualifications**

- Familiarity with the New Bedford community
- Understand and relate well to the target population/participants
- Knowledge of and ability to work well with local agencies and institutions that serve this population (i.e. social services, DYS, DCF, law enforcement, courts, parole, corrections and others)
- Possess strong communication and interpersonal skills
- Able to prioritize tasks and work independently in the absence of supervision
- Experience in case management
- Experience with Microsoft Office

### **Requirements:**

- Minimum High School Graduate or Equivalent, Post HS education preferred and a valid driver's license and personal vehicle is required.

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

## **Watchperson – Buttonwood Park Zoo**

**PAY: \$13.92hr – \$18.31hr (plus 7% night differential)**

Provides security to eliminate thefts or vandalism to vehicles and property, and performs janitorial duties. Guards against fire, theft, vandalism and unlawful entry at assigned areas and buildings; checks locks to see that they are secure; maintains order in a given area; reports situations to police that cannot be handled immediately. Checks the validity of individuals' credentials; patrols buildings and grounds looking for foreign objects, missing or inoperable lights. Checks gates, doors, exhibit fences inside perimeter; patrols parking lot. May perform other duties such as checking boilers, regulating heat. Maintains and cleans buildings, offices and restrooms to ensure that these are kept clean and orderly. This position is deemed essential personnel and must report for duty during emergency situations.

Possession of a valid Massachusetts driver's license with a good driving record. Operates a motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

## **Holiday Clerk Assistant – United States Postal Service (New Bedford)**

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

### **Position Information**

Individual(s) selected for this position will support USPS during the holiday season from November 09, 2019 through January 03, 2020.

**SALARY RANGE:**

- \$17.19 per hour paid bi-weekly

**BENEFIT INFORMATION:**

- May receive Wounded Warrior leave provided eligibility criteria are met. No other benefits are available for this position.

**Persons Eligible to Apply**

- All U.S. Citizens, permanent resident aliens, citizens of American Samoa or any other territory owing allegiance to the United States. Applicants must be available for screening activities, including an interview. Applicants entitled to veterans'

preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position.

Applicants must apply online at [www.usps.com/employment](http://www.usps.com/employment) to be considered for this employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities, examinations, interviews and background checks will be conveyed by email. Please add the following email domain addresses to your contact list to allow all correspondences to be received.

**NOTICE SCREENINGS REQUESTED:** You may receive multiple requests for background checks in regards to this employment opportunity. Respond to all requests quickly as we anticipate filling our vacancies quickly and nonresponses may result in disqualification for this opportunity.

Current non-career Postal Service employees who wish to apply for this vacancy must go to [usps.com/employment](http://usps.com/employment) and use your existing eCareer Profile to apply. Do not log into LiteBlue; if you logged into LiteBlue, log out and close your browser

before going to [usps.com/employment](http://usps.com/employment).

**Background Check**

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories.

As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

### **Functional Purpose**

- Performs a variety of distribution, and sales and customer support duties for postal products and services.

### **DUTIES AND RESPONSIBILITIES**

1. Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
2. Provides sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk.
3. Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling

areas work stations, and storage areas are presentable to customers.

4. Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to

the attention of the appropriate supervisory presence.

5. Distributes and scans incoming and outgoing mail at a post office, branch or station.

6. Performs any variety of mail processing tasks such as, preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays or containers, monitoring mail flow and culling out non-processable items.

7. May perform additional duties as assigned including but not limited to maintaining records of mail; facing and canceling mail; making emergency carrier relays; labeling and tying out mail for dispatch and other related duties for distribution.

## **SUPERVISION**

- Supervisor Customer Services, or other supervisor/designee.
- Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug-free. Applicants must also be a U.S. citizen or have permanent resident alien status.

## **IMPORTANT INFORMATION:**

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable

accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

**SPECIAL NOTE:**

- Current career Postal Service employees are ineligible to apply to this posting.

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

**Office AP Admin – Parallel Products**

**POSITION SUMMARY**

Plant Accounting/Administration Team Member: A general accounting position focused on financial accounting and reporting responsibilities for a given location. Typical duties involve but are not limited to: accounts payable and general ledger activity and reporting. Specifically, this position is responsible for ensuring that all vendor invoices are reconciled, approved and submitted for payment. This position is also responsible for the invoicing for accuracy, review, reconciliation and submission of receivables for their facility to be transferred to corporate accounting for processing. Additionally, this person may have other administrative duties as assigned by the plant manager.

**ESSENTIAL FUNCTIONS**

- Reasonable Accommodations Statement
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Essential Functions Statement(s)**



- Reconcile gauge sheet with bill of lading for tolled and non-tolled full product. Discrepancies must be addressed immediately with the plant and/or elevated to customer service department.
- Create certificates of destruction as needed.
- Send photos as needed to accounting and/or customer to verify special billing.
- Bills of Lading for dunnage returns.
- Maintain customer commodity reports.
- Reconcile the site-specific monthly customer inventory reports.
- Volume reports to Plant Manager.
- Prepare and send weekly invoicing reports to accounting.
- Request tickets and schedule shipments thru customer service.
- Order office and safety supplies.
- Manage invoicing issue relating to customer accounts.
- Consolidate and audit the shred paperwork, scale tickets, and bill of lading for submission to accounting for invoicing.
- Schedule and produce bills of lading for outbound shipments.

## **POSITION QUALIFICATIONS**

- Competency Statement(s)
- Ethical – Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Accuracy – Ability to perform work accurately and thoroughly.
- Customer Oriented – Ability to take care of the customers' needs while following company procedures.
- Financial Aptitude – Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Organized – Possessing the trait of being organized or following a systematic method of performing a task.
- Time Management – Ability to utilize the available time to

organize and complete work within given deadlines.

## **SKILLS & ABILITIES**

- High School Graduate or General Education Degree (GED): Required Bachelor's Degree (four year college or university) or equivalent experience will be preferred
- 3 plus years of experience in Accounting and Admin support role
- Proficiency with Microsoft Office products including Outlook, Excel and Word. Customizable accounting software is essential for success in this position.

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

## **Executive Virtual Assistant – Allstate Insurance**

*\$25 – \$30 an hour – Part-time, Contract*

We are looking for a Virtual Assistant to provide administrative support to our team while working remotely.

As a Virtual Assistant, you will perform various administrative tasks, including answering emails, scheduling meetings and making travel arrangements. For this role, a strong Internet connection is required, along with experience using communication tools like Volp Phone.

## **Responsibilities**

- Respond to emails and phone calls
- Schedule meetings
- Book travel and accommodations
- Manage a contact list
- Prepare customer spreadsheets and keep online records
- Organize managers' calendars
- Perform market research

## **Requirements**

- Proven experience as a Virtual Assistant or relevant role
- Familiarity with current technologies, like desktop sharing,

cloud services and VoIP

- Experience with word-processing software and spreadsheets (e.g. MS Office)
- Knowledge of online calendars and scheduling (e.g. Google Calendar)
- Excellent phone, email and instant messaging communication skills
- Excellent time management skills
- Solid organizational skills

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

### **Retail Sales, Cashiers, Stock Associates – Bed Bath & Beyond (Dartmouth)**

Christmas Tree Shops is growing and so is our need for talented associates. We offer a distinctive, fast-paced, and dynamic retail environment where you can truly make a difference AND have an opportunity to grow your career! If you are looking for a retail company that values both its people and its customers, your search is over – you have discovered Christmas Tree Shops!

Please join us on Thursday, September 26th at this location. We will be interviewing between the hours of 12:00pm and 6:00pm – No appointments necessary. Please apply on-line before arriving.

### **National Hiring Day 2019**

Thursday, September 26th

12:00pm to 6:00pm

*On the spot interviews. Quick hiring decisions.*

This store location will be interviewing between the hours of 12:00pm and 6:00pm for all open retail positions including retail sales, customer service, stock associates. No appointments necessary. Please apply online before you arrive.

If you are not available to interview on this date or time, please search our career page for opportunities or apply in-person at your local store location and ask for the Leader on Duty.

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

### **Team Member – Domino's Pizza**

*Full-time, Part-time, \$12.00 to \$15.00/hour*

JOIN OUR AWARD-WINNING TEAM. NEW BEDFORD ( 821 Rockdale Avenue, 109 Rockdale Avenue) Make Great Pizzas, Make Great Dough! Compensation: Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Requirements to join our award-winning team: \* Enthusiasm, strong basic math and spelling skills. \* Commitment to teamwork, desire to work in a fast-paced environment. \* Bilingual or multilingual a plus. Must be over 18-years for most positions, but strong youth candidates encouraged to apply. Part-time and full-time positions available. Equal Opportunity Employer. Apply online at: <https://jobs.dominos.com/dominos-careers>

### **Experience:**

- Customer Service: 1 year (Required)

### **Education:**

- High school or equivalent (Required)

### **Benefits:**

- Flexible schedule

### **Hours per week:**

- 20-29

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

## **Crew Member – Wendy's (Fairhaven)**

### *Part-time*

Discover what's right for you. At Wendy's, you'll find a fast-paced, high-energy environment where everyone on the team works together, and also knows how to have fun!

#### **As a Crew Member at Wendy's, you'll enjoy:**

- Competitive pay and generous benefits, including employee meal discounts
- Flexible full-time or part-time work schedule that makes sense for you
- One-on-one, self-paced training, and promotion from within
- Opportunity to gain experience in all aspects of restaurant operations, from customer service to food prep, cash handling and opening/closing duties
- Defined career paths for those who are interested in a career at Wendy's

If you're interested in a position that rewards your commitment, then Wendy's is right for you. We encourage you to complete our application process and look forward to discussing your place on the Wendy's team.

The responsibilities and qualifications described above are for positions at Wendy's International, Inc. company-owned and operated restaurants. A large percentage of Wendy's restaurants are independently owned and operated franchised Wendy's restaurants. Job descriptions, compensation, benefits and other employment terms and conditions applicable to positions at independent franchised Wendy's Restaurants will vary and are determined solely by the Franchisee.

Our candidate has a strong customer focus, initiative, and a can-do attitude. We're looking for real team players who can take and receive direction well and accomplish many tasks during one of our action-packed shifts. Whether you're wearing a headset and manning the drive-thru, greeting customers and

running the register, preparing menu items, loading stock or keeping the restaurant clean and inviting, your accuracy and attention to detail are qualities that will make you a star player on the Wendy's team.

Wendy's is an equal employment opportunity employer who may provide reasonable accommodation to enable individuals with disabilities to perform the essential functions of the job.

**The following are examples of some, but not all, of the essential job functions of a Crew Member position at Wendy's:**

- Ability to stand for long periods
- Frequent bending, kneeling, lifting (25 – 50 pounds)
- Ability to use Headset to take customer orders or to take or give direction
- Ability to use general restaurant equipment (e.g. warmer, fryer, slicer, grill, etc.)
- Ability to come to work promptly and regularly
- Ability to take direction and work well with others
- Ability to accomplish multiple tasks within established timeframes
- Ability to concentrate and perform duties accurately
- Ability to learn and apply policies and procedures
- Ability to react to change productively and handle other tasks assigned
- Ability to complete all applicable training programs
- Ability to work in a fast-paced environment that may involve exposure to noise, heat, cold or other elements

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

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

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
- 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)

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

### **Dental Receptionist – Signa Dental Care (Fairhaven)**

*Full-Time*

Our growing Dental practice is looking for a full-time receptionist to join our team who is willing to be trained as a Dental Assistant. We offer a dynamic working environment, state of the art technology, and exceptional patient care.

As a receptionist, you are responsible for greeting incoming patients and visitors, relaying incoming telephone calls, and performing various clerical duties in a professional manner.

**Responsibilities include the following:**

- Answer multi-line telephone system, take accurate messages, screen and direct telephone calls to the appropriate person in an efficient manner.
- Greet and identify patients and visitors as they enter the office in reference to the daily schedule and obtain

additional patient information as needed.

- Request patients and visitors be seated in the waiting room in a courteous manner and communicate unexpected delays when necessary.
- Review patient charts to ensure proper documentation and information are enclosed in accordance with practice guidelines.
- Acquire necessary medical records and documents for patient charts by communicating via telephone, facsimile or in person with other office locations or office personnel.
- Maintain a neat and organized waiting room and order supplies as needed.
- Schedule patients for appointments and “re-call” appointments in an efficient and productive manner.
- Receive payments from patients for services rendered and prepare bank deposits on a daily basis.
- Maintain accounts receivable records and place necessary collection calls to patients and insurance companies in a professional manner.

**Experience:**

- Dental: 1 year (Preferred)

**Education:**

- High school or equivalent (Preferred)

**Language:**

- Spanish (Preferred)

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

**Account Clerk – City of New Bedford Auditor’s Office**

**PAY: \$15.46 – \$20.92**

Performs a variety of general office functions including data entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase



orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other projects as needed. Attends meetings, trainings, workshops, conferences and classes for the purpose of increasing knowledge and/or gathering information required to perform functions.

High school diploma and knowledge equivalent to specialized course work in general office practices such as accounts payable, general accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

### **Corrections Officer – Bristol County Sheriff's Office (North Dartmouth)**

*Full-time, \$46,611.55 to \$60,899.28/year*

Bristol County Sheriff's Office (BCSO) is looking to hire Correction Officers. Starting salary \$46,611 to \$60,899, two weeks paid vacation, three personal days, health, dental and vision benefits, earned sick time, and state pension.

## **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

CORRECTION OFFICER SHALL FOLLOW THE BRISTOL COUNTY SHERIFF'S OFFICE CHAIN OF COMMAND AND WORK UNDER THE SUPERVISION OF THE ASSIGNED SERGEANT AND/OR RESPECTIVE ZONE LIEUTENANT.

## **REQUIRED DOCUMENTS:**

- Valid Driver's License
- High School Diploma or GED
- Birth Certificate or Certificate of Naturalization

## **RESPONSIBILITIES:**

- THE SUPERVISION OF STAFF IN PERFORMING POST ASSIGNMENTS WITHIN THE RESPECTIVE CORRECTIONAL FACILITY, ENSURING AREAS OF RESPONSIBILITY ARE MAINTAINED IN A CLEAN, SECURE AND SANITARY MANNER.
- OBSERVING THE DAILY ACTIVITIES OF ALL INMATES/DETAINEES COMMITTED TO THE CUSTODY OF THE BRISTOL COUNTY SHERIFF'S OFFICE.
- INITIATE AND DIRECT SEARCHING OF VARIOUS SECTIONS OF THE RESPECTIVE UNITS FOR CONTRABAND IN ACCORD WITH B.C.S.O PROCEDURES
- SHALL DIRECTLY COMMUNICATE WITH OTHER OFFICERS ASSIGNED TO THE SAME UNIT ROTATION ABOUT UNIT CLIMATE ISSUES, MAINTENANCE REQUESTS, INMATE UNIT WORKER ASSIGNMENTS, ACTIVITY SCHEDULES, RELEASE OR OTHER PERTINENT PROBLEMS.

## **Benefits:**

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

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

## **Team Member -Chipotle (Dartmouth)**

*Part-time*

### **Job Description**

At Chipotle, we've created something special: a better place to eat and work. Many employees start just expecting a paycheck, but end up with a rewarding career. We provide exceptional training and a clear career path – over 80% of our managers got promoted from Crew.

### **What's in it for you:**

- Tuition assistance (up to \$5,250 a year)
- Free food (yes, really FREE)
- Medical, dental, and vision insurance
- Paid breaks
- Paid time off
- Holiday closures
- Full time and part time opportunities
- Opportunities for advancement (80% of managers started as crew)
- Customized college degree programs that can be completed in as little as 18 months, for as low as \$250 a year\*
- Competitive compensation, including stock and company car allowance for our highest-performing managers (Restaurateurs)

### **What we're looking for:**

- Someone with a friendly, enthusiastic attitude
- Someone that loves to help and serve others (both customers and team members)
- Someone ready to learn how to cook (a lot)
- We prepare real food by hand every day in our restaurants. No freezers, microwaves or can openers to be found.

We welcome experienced restaurant professionals and novices alike. We'll provide the training you need to feel confident working at any station – grill, cashier, prep, salsa and expo. We take pride in our exceptional customer service and it's up to each of our team members to create the friendly atmosphere

that our customers expect and enjoy. So, whether you have experience as a dishwasher, cashier, server, host, bartender, cook, prep cook, FOH/BOH or no experience at all, we're always looking for passionate and enthusiastic people to join our team.

At Chipotle, you'll be part of a team that is working to cultivate a better world. If that sounds like something you would like to be a part of, apply today.

**Requirements (the fine print):**

- You have to be at least 16 years old to work at Chipotle
- You need to be able to communicate in the primary language(s) of the work location
- Receive up to \$5,250 from Chipotle in tuition assistance and up to \$5,185 in federal grants each year. Combined with up to 44 earned credit hours from on-the-job training at Chipotle, you could earn your degree for as little as \$250 a year.

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

**Office Administration Assistant – Amaral Bus (Westport)**

*\$18 – \$20 an hour – Full-time, Part-time*

Due to recent expansion within the company, Amaral Bus Co., Inc. is seeking an Office Administrative Assistant, who is proficient in Microsoft office, is detail-oriented, has strong customer service skills, and is looking to grow within the company.

The Office Administrative Assistant will assist the transportation Director with the day to day duties of overseeing bus routes, including; updating route changes, data entry, marketing, and helping to ensure the safe transportation of students.

- Ability to work either split shift (6:00am-10:00am, 1:30pm-5:30pm) or standard shift

(9:00am-6:00pm)

- Weekends, Holidays, and School vacations off
- Paid Vacations, Major Holidays
- Full-time position includes Health Insurance, Vision, Dental and profit-sharing
- Career advancement opportunities

CDL Class B is not required but can be obtained through our training program.

**Qualifications:**

- Strong organizational and planning skills
- Ability to work in a fast-paced environment
- Excellent written and verbal communication skills
- Valid Driver's License, reliable transportation
- Clean CORI background check

**Education and/or Experience Required:**

- College Education: 2+ Years (preferred)
- Microsoft Office: 2+ Years (preferred)
- Administrative: 2+ Years (preferred)
- Customer Service: 4+ Years (preferred)

**Experience:**

- Microsoft Office: 2 years (Preferred)
- Administrative: 2 years (Preferred)

**Education:**

- High school or equivalent (Preferred)

**Benefits:**

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

Must Apply in Person at:

1090 State Rd

Westport MA 02790

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

### **Secretary of Oncology – Saint Anne’s Hospital (Fall River)**

*Part-time*

#### **Job Summary:**

- Performs a variety of secretarial and clerically related patient/client support to the Medical Oncology Department

#### **Minimum Education Requirements:**

- High School diploma or equivalent. Associate’s degree in Secretarial Science preferred.

#### **Minimum Work Experience:**

- Minimum of six months previous related experience within hospital or medical practice setting – familiarity with medical scheduling/information systems preferred. Proficient in typing, word processing, medical terminology and basic computer skills.

#### **Other skills and abilities:**

- Typing, word processing, business communications, and basic mathematics. Bilingual candidates strongly preferred. Ability to perform clinical competency standards set forth by St. Anne’s Regional Medical Center including adherence to all policies and procedures of the organization.

#### **Equipment/Software/Certification:**

- Basic computer skills required – proficient in Microsoft Office Operating Systems.

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

### **Surveillance Field Investigator – DigiStream Investigations, Inc.**

### **Surveillance Field Investigator – DigiStream Investigations,**

**Inc.**

*\$Full-time, \$40,000.00 to \$45,000.00 /year*

**Position Summary**

DigiStream Investigations, a fast-growing national private investigations firm, seeks a talented addition to our investigative team in the Massachusetts region. We are looking for an independent, motivated individual who wants to get started in the world of Private Investigations!

**Compensation:**

- Entry Level pay is \$15.00 per hour (10 hr./day, 5 days a week – frequent overtime)
- First-Year Total Compensation Range: \$40,000 – \$45,000

**Job Duties:**

- Monitoring, following, and videotaping claimants as they conduct their normal day-to-day activities
- Excellent note-taking
- Detailed report rendering on the activities captured by the investigator
- On time arrival to scheduled cases
- Timely submission of completed reports and video evidence
- Excellent communication with area managers

**Job Requirements:**

- Post high school degree preferred
- Must be 21 years or older to apply
- Strong computer/grammar skills
- 50 hours per week on average (includes commute & drive time)
- Willingness to travel and stay overnight on remote assignments (as needed)
- Availability to work any day of the week, including weekends and holidays
- Ability to start work as early as 5:00am daily
- Must currently live in Massachusetts region
- Ability to pass pre-employment DMV check
- Good intuition

- Self-management
- Critical thinking
- Excellent driving skills
- Ability to blend in with the crowd

Candidate must have the ability to process many mitigating factors during the investigation. Decisions are expected to be made in an accurate and timely manner and in the best interest in preserving the confidentiality of the assignment in question.

**While working at DigiStream you will also enjoy the following benefits:**

- Professional Hands-On Training
- Company Surveillance Vehicle
- Company Equipment including: video cameras, laptops, tripod, fuel & maintenance card
- Cellphone Reimbursement
- Paid travel to and from local and remote assignments (door to door)
- NO OUT OF POCKET EXPENSES!
- Employee Benefits: Health, Dental, Vision, and Life insurance offered, and 401(k) retirement plans with 4% Company Match offered

**This job will challenge you to develop additional skills that can help lead to careers in:**

- FBI/Law Enforcement
- Fraud Examiner
- Forensic Science
- Journalism
- Paralegal/Legal Assistants
- Security/Corporate Investigations

**\*\*Only apply if you have availability to work any of the 7 days of the week, and only if you can work a 5 day per week schedule with an average of 10 hours per day, including weekends and Holidays\*\***



No phone calls please.

**Education:**

- High school or equivalent (Required)

**License:**

- Driver's License (Required)

**Required travel:**

- 50% (Required)

**Work Location:**

- On the road

**Benefits offered:**

- Paid time off
- Health insurance
- Dental insurance
- Commuting/travel assistance

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

**Compliance Officer (Community Relations Specialist) – City of New Bedford**

**PAY: \$51,693 – \$64,622**

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of

information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, "community-friendly" print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department's goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district's external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor's degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years' experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

### *Employment Opportunities*

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

### **Sr. Clerk Typist position – City of New Bedford Fire Department**

**PAY:** \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple

application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

**New Bedford has a residency requirement.**

For more information, please visit:

*Employment Opportunities*

## **Data Entry Clerk for the Assessors Office – City of New Bedford**

**PAY: \$15.46 – \$20.92**

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

**After School Program Monitor & After School Program Supervisor positions – City of New Bedford**

## CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

**PAY:** \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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## CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

**PAY:** \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency

requirement. EE0.

**Data Entry Clerk – City of New Bedford**

**PAY: \$15.46hr – \$20.92hr**

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

**Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches**

**PAY: \$47,339 – \$59,178**

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

### **Director of Purchasing – City of New Bedford**

**PAY: \$79,326 – \$99,166**

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid

status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures. Reviews and approves all purchase orders generated by every department; ensures that they comply with all laws, purchasing procedures and policies; attends meetings, trainings, workshops as required to perform job functions. Obtains, reviews, and evaluates comparative prices and quotes; assists in negotiations with vendors, awards and drafts contracts, renewals, change orders.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

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Have a job to add to the Hot Jobs List? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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## **HELP WANTED: Buttonwood Park Zoo is currently hiring for a Watchperson**

**CLOSED: \*\*\*\*\* This position has been filled and is no longer available. \*\*\*\*\***



**PAY: \$13.92hr – \$18.31hr (plus 7% night differential)**

Provides security to eliminate thefts or vandalism to vehicles and property, and performs janitorial duties. Guards against fire, theft, vandalism and unlawful entry at assigned areas and buildings; checks locks to see that they are secure; maintains order in a given area; reports situations to police that cannot be handled immediately. Checks the validity of individuals' credentials; patrols buildings and grounds looking for foreign objects, missing or inoperable lights. Checks gates, doors, exhibit fences inside perimeter; patrols parking lot. May perform other duties such as checking boilers, regulating heat. Maintains and cleans buildings, offices and restrooms to ensure that these are kept clean and orderly. This position is deemed essential personnel and must report for duty during emergency situations.

Possession of a valid Massachusetts driver's license with a good driving record. Operates a motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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## **The South Coast Hot Jobs List – September 29, 2019**

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 29, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

## **Surveillance Field Investigator – DigiStream Investigations, Inc.**

## **Surveillance Field Investigator – DigiStream Investigations, Inc.**

*\$Full-time, \$40,000.00 to \$45,000.00 /year*

### **Position Summary**

DigiStream Investigations, a fast-growing national private investigations firm, seeks a talented addition to our investigative team in the Massachusetts region. We are looking for an independent, motivated individual who wants to get started in the world of Private Investigations!

### **Compensation:**

- Entry Level pay is \$15.00 per hour (10 hr./day, 5 days a week – frequent overtime)
- First-Year Total Compensation Range: \$40,000 – \$45,000

### **Job Duties:**

- Monitoring, following, and videotaping claimants as they conduct their normal day-to-day activities
- Excellent note-taking
- Detailed report rendering on the activities captured by the investigator
- On time arrival to scheduled cases
- Timely submission of completed reports and video evidence
- Excellent communication with area managers

### **Job Requirements:**

- Post high school degree preferred
- Must be 21 years or older to apply
- Strong computer/grammar skills
- 50 hours per week on average (includes commute & drive time)
- Willingness to travel and stay overnight on remote assignments (as needed)
- Availability to work any day of the week, including weekends and holidays

- Ability to start work as early as 5:00am daily
- Must currently live in Massachusetts region
- Ability to pass pre-employment DMV check
- Good intuition
- Self-management
- Critical thinking
- Excellent driving skills
- Ability to blend in with the crowd

Candidate must have the ability to process many mitigating factors during the investigation. Decisions are expected to be made in an accurate and timely manner and in the best interest in preserving the confidentiality of the assignment in question.

**While working at DigiStream you will also enjoy the following benefits:**

- Professional Hands-On Training
- Company Surveillance Vehicle
- Company Equipment including: video cameras, laptops, tripod, fuel & maintenance card
- Cellphone Reimbursement
- Paid travel to and from local and remote assignments (door to door)
- NO OUT OF POCKET EXPENSES!
- Employee Benefits: Health, Dental, Vision, and Life insurance offered, and 401(k) retirement plans with 4% Company Match offered

**This job will challenge you to develop additional skills that can help lead to careers in:**

- FBI/Law Enforcement
- Fraud Examiner
- Forensic Science
- Journalism
- Paralegal/Legal Assistants
- Security/Corporate Investigations

**\*\*Only apply if you have availability to work any of the 7 days of the week, and only if you can work a 5 day per week schedule with an average of 10 hours per day, including weekends and Holidays\*\***

No phone calls please.

**Education:**

- High school or equivalent (Required)

**License:**

- Driver's License (Required)

**Required travel:**

- 50% (Required)

**Work Location:**

- On the road

**Benefits offered:**

- Paid time off
- Health insurance
- Dental insurance
- Commuting/travel assistance

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

**Package Delivery Driver – UPS (Dartmouth)**

UPS is accepting applications for full-time Package Delivery Drivers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 – 35 lbs. and may weigh up to 70 lbs. A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills. Some UPS facilities may require the ability to drive a delivery vehicle with a standard (manual) transmission. Qualified applicants must have a valid drivers license issued in the state that

they live. Package Delivery Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

Full-time UPS employees work eight or more hours per day and workdays can vary (Monday – Friday) or (Tuesday – Saturday) depending on the building needs.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

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

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

### **Holiday Clerk Assistant – United States Postal Service (New Bedford)**

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

#### **Position Information**

Individual(s) selected for this position will support USPS during the holiday season from November 09, 2019 through January 03, 2020.

#### **SALARY RANGE:**

- \$17.19 per hour paid bi-weekly

#### **BENEFIT INFORMATION:**

- May receive Wounded Warrior leave provided eligibility criteria are met. No other benefits are available for this position.

### **Persons Eligible to Apply**

- All U.S. Citizens, permanent resident aliens, citizens of American Samoa or any other territory owing allegiance to the United States. Applicants must be available for screening activities, including an interview. Applicants entitled to veterans'

preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position.

Applicants must apply online at [www.usps.com/employment](http://www.usps.com/employment) to be considered for this employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities, examinations, interviews and background checks will be conveyed by email. Please add the following email domain addresses to your contact list to allow all correspondences to be received.

**NOTICE SCREENINGS REQUESTED:** You may receive multiple requests for background checks in regards to this employment opportunity. Respond to all requests quickly as we anticipate filling our vacancies quickly and nonresponses may result in disqualification for this opportunity.

Current non-career Postal Service employees who wish to apply for this vacancy must go to [usps.com/employment](http://usps.com/employment) and use your existing eCareer Profile to apply. Do not log into LiteBlue; if you logged into LiteBlue, log out and close your browser

before going to [usps.com/employment](http://usps.com/employment).

### **Background Check**

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal

background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories.

As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

### **Functional Purpose**

- Performs a variety of distribution, and sales and customer support duties for postal products and services.

### **DUTIES AND RESPONSIBILITIES**

1. Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products

and services, accepting and delivering packages and mail.

2. Provides sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk.

3. Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.

4. Conducts product inventories by counting items on hand;

attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to

the attention of the appropriate supervisory presence.

5. Distributes and scans incoming and outgoing mail at a post office, branch or station.

6. Performs any variety of mail processing tasks such as, preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays or containers, monitoring mail flow and culling out non-processable items.

7. May perform additional duties as assigned including but not limited to maintaining records of mail; facing and canceling mail; making emergency carrier relays; labeling and tying out mail for dispatch and other related duties for distribution.

## **SUPERVISION**

- Supervisor Customer Services, or other supervisor/designee.
- Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug-free. Applicants must also be a U.S. citizen or have permanent resident alien status.

## **IMPORTANT INFORMATION:**

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your



behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

**SPECIAL NOTE:**

- Current career Postal Service employees are ineligible to apply to this posting.

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

**Border Patrol Agent – U.S. Customs and Border Protection**

Border Patrol Agents prevent terrorists and terrorists' weapons from entering the United States by securing our land borders and coastal waters from between ports of entry. Working for U.S. Customs and Border Protection (CBP) means keeping your country safe from dangerous people and materials attempting to cross our border.

CBP relies on men and women with integrity to carry out our mission – to protect. The career opportunities are vast, from K-9 Inspection to Special Response Team to Horse Patrol, and more. And the benefits are rewarding, including competitive pay, paid time off, health and life insurance, and a generous retirement.

**Responsibilities:**

A fully trained Border Patrol Agent (BPA) may be eligible for overtime pay (up to an additional 25% of salary). Border Patrol Agents (BPA) may also have a higher starting salary based on their duty location.

**Shift Work/Overtime:**

This position requires regular and recurring shift work. You must be willing and available to work rotating shifts. You may also be rotated between assignments and duty locations. You could be required to work overtime on a daily basis and will be compensated up to an additional 25% of your base pay in

accordance with the Border Patrol Agent Pay Reform Act of 2014.

This is a career ladder position with a grade level progression of GL-5, GL-7, GL-9, GS-11, and GS-12. You will be eligible for a promotion to the next higher grade level (without re-applying) once you successfully complete 52 weeks in each grade level (with supervisor approval).

Being a Border Patrol Agent makes you a valuable member of the Federal Law Enforcement Officer (LEO) profession.

**Typical assignments include:**

- Detecting, preventing, and apprehending undocumented aliens and smugglers of aliens at or near the land borders by maintaining surveillance from covert positions
- Responding to electronic sensor alarms
- Interpreting and following tracks, marks and other physical evidence
- Using infrared scopes during night operations
- Responding to aircraft sighting and other anti-smuggling activities
- Performing farm and ranch checks, traffic checks, city patrols, and transportation checks
- Patrolling the international boundary and coastal waterways and using a variety of Government assets for the accomplishment of the USBP Mission. These assets may include, but are not limited to: vehicles, horses, vessels, water crafts, off-road vehicles, ATVs, snowmobiles, and motorcycles.

This position requires wearing an officially approved uniform and complying with established grooming standards found here; as established by the Border Patrol's Uniform and Grooming Standards Policy #07-09126. Please note that in accordance with these standards, tattoos and/or brandings on the head, face, neck or hands are not permitted. Obscene, racially/ethnically derogatory and/or gang tattoos or brandings shall not be visible. All visible tattoos and/or

brandings will be covered while performing the following volunteer duties: Recruiting, Public Affairs Officer, Oral Hiring Boards, International Liaison duties, Community Affairs or judicial proceedings.

**Travel Required:**

Occasional travel – Travel may be required based on operational needs

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

**Retail Sales, Cashiers, Stock Associates – Bed Bath & Beyond (Dartmouth)**

Christmas Tree Shops is growing and so is our need for talented associates. We offer a distinctive, fast-paced, and dynamic retail environment where you can truly make a difference AND have an opportunity to grow your career! If you are looking for a retail company that values both its people and its customers, your search is over – you have discovered Christmas Tree Shops!

Please join us on Thursday, September 26th at this location. We will be interviewing between the hours of 12:00pm and 6:00pm – No appointments necessary. Please apply on-line before arriving.

**National Hiring Day 2019**

Thursday, September 26th

12:00pm to 6:00pm

*On the spot interviews. Quick hiring decisions.*

This store location will be interviewing between the hours of 12:00pm and 6:00pm for all open retail positions including retail sales, customer service, stock associates. No appointments necessary. Please apply online before you arrive.

If you are not available to interview on this date or time,

please search our career page for opportunities or apply in-person at your local store location and ask for the Leader on Duty.

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

#### **Team Member – Domino's Pizza**

*Full-time, Part-time, \$12.00 to \$15.00/hour*

JOIN OUR AWARD-WINNING TEAM. NEW BEDFORD ( 821 Rockdale Avenue, 109 Rockdale Avenue) Make Great Pizzas, Make Great Dough! Compensation: Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Requirements to join our award-winning team: \* Enthusiasm, strong basic math and spelling skills. \* Commitment to teamwork, desire to work in a fast-paced environment. \* Bilingual or multilingual a plus. Must be over 18-years for most positions, but strong youth candidates encouraged to apply. Part-time and full-time positions available. Equal Opportunity Employer. Apply online at: <https://jobs.dominos.com/dominos-careers>

#### **Experience:**

- Customer Service: 1 year (Required)

#### **Education:**

- High school or equivalent (Required)

#### **Benefits:**

- Flexible schedule

#### **Hours per week:**

- 20-29

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

#### **Crew Member – Wendy's (Fairhaven)**

*Part-time*

Discover what's right for you. At Wendy's, you'll find a fast-paced, high-energy environment where everyone on the team works together, and also knows how to have fun!

**As a Crew Member at Wendy's, you'll enjoy:**

- Competitive pay and generous benefits, including employee meal discounts
- Flexible full-time or part-time work schedule that makes sense for you
- One-on-one, self-paced training, and promotion from within
- Opportunity to gain experience in all aspects of restaurant operations, from customer service to food prep, cash handling and opening/closing duties
- Defined career paths for those who are interested in a career at Wendy's

If you're interested in a position that rewards your commitment, then Wendy's is right for you. We encourage you to complete our application process and look forward to discussing your place on the Wendy's team.

The responsibilities and qualifications described above are for positions at Wendy's International, Inc. company-owned and operated restaurants. A large percentage of Wendy's restaurants are independently owned and operated franchised Wendy's restaurants. Job descriptions, compensation, benefits and other employment terms and conditions applicable to positions at independent franchised Wendy's Restaurants will vary and are determined solely by the Franchisee.

Our candidate has a strong customer focus, initiative, and a can-do attitude. We're looking for real team players who can take and receive direction well and accomplish many tasks during one of our action-packed shifts. Whether you're wearing a headset and manning the drive-thru, greeting customers and running the register, preparing menu items, loading stock or keeping the restaurant clean and inviting, your accuracy and attention to detail are qualities that will make you a star

player on the Wendy's team.

Wendy's is an equal employment opportunity employer who may provide reasonable accommodation to enable individuals with disabilities to perform the essential functions of the job.

**The following are examples of some, but not all, of the essential job functions of a Crew Member position at Wendy's:**

- Ability to stand for long periods
- Frequent bending, kneeling, lifting (25 – 50 pounds)
- Ability to use Headset to take customer orders or to take or give direction
- Ability to use general restaurant equipment (e.g. warmer, fryer, slicer, grill, etc.)
- Ability to come to work promptly and regularly
- Ability to take direction and work well with others
- Ability to accomplish multiple tasks within established timeframes
- Ability to concentrate and perform duties accurately
- Ability to learn and apply policies and procedures
- Ability to react to change productively and handle other tasks assigned
- Ability to complete all applicable training programs
- Ability to work in a fast-paced environment that may involve exposure to noise, heat, cold or other elements

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

### **School Safety Staff – New Bedford Public Schools**

This is a PART-TIME (School Year) Position Provides a safe and secure environment for learning.

- Patrols interior points of entrance/exit, passageways, common areas including restrooms, instructional areas, gymnasium, auditorium, cafeteria and assembly areas as assigned Ensures appropriate pedestrian traffic patterns and flow along interior passageways and exterior walkways.

- Monitors motor vehicle traffic issues around assigned facility, including but not limited to vehicle-free zones/building proximity, parking areas and speed.
- Pre-qualifies vendors and/or external contractors and monitors accountability using registration (sign-in/-out), identification badge assignment, controlled access areas and passage routes throughout the facility.
- Provides directions as needed as well as information regarding visitation policies and protocols to all authorized vendors and/or external contractors.
- Provides security presence as directed at academic, athletic and social events both during and after regular school hours.
- Controls and diffuses disturbances before, during and after school hours, within school buildings, upon school grounds and along access and egress routes. Assists school resource (police) officers, local police and fire safety officers as necessary.
- Maintains logs, prepares reports and/or other documentation related to security and/or safety.
- Performs other related duties as assigned.

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

### **Court Monitor – FunZ Trampoline Park (New Bedford)**

#### *Part-Time*

As a Court Monitor, your job would be to enforce the rules of the park and ensure customer safety! Also, you will be responsible for helping to clean and maintain our park. We are looking for people preferably with customer service experience. Must be able to work weekends.

#### **Education:**

- High school or equivalent (Preferred)

#### **Work authorization:**

- United States (Required)

**Additional Compensation:**

- Store Discounts

**Hours per week:**

- 10-19

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

**Director of Purchasing – City of New Bedford**

**PAY: \$79,326 – \$99,166**

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures. Reviews and approves all purchase orders generated by every department; ensures that they comply with all laws, purchasing procedures and policies; attends meetings, trainings, workshops as required to perform job functions. Obtains, reviews, and evaluates comparative prices and quotes; assists in negotiations with vendors, awards and drafts contracts, renewals, change orders.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

**Corrections Officer – Bristol County Sheriff's Office (North Dartmouth)**

*Full-time, \$46,611.55 to \$60,899.28/year*



Bristol County Sheriff's Office (BCSO) is looking to hire Correction Officers. Starting salary \$46,611 to \$60,899, two weeks paid vacation, three personal days, health, dental and vision benefits, earned sick time, and state pension.

#### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

CORRECTION OFFICER SHALL FOLLOW THE BRISTOL COUNTY SHERIFF'S OFFICE CHAIN OF COMMAND AND WORK UNDER THE SUPERVISION OF THE ASSIGNED SERGEANT AND/OR RESPECTIVE ZONE LIEUTENANT.

#### **REQUIRED DOCUMENTS:**

- Valid Driver's License
- High School Diploma or GED
- Birth Certificate or Certificate of Naturalization

#### **RESPONSIBILITIES:**

- THE SUPERVISION OF STAFF IN PERFORMING POST ASSIGNMENTS WITHIN THE RESPECTIVE CORRECTIONAL FACILITY, ENSURING AREAS OF RESPONSIBILITY ARE MAINTAINED IN A CLEAN, SECURE AND SANITARY MANNER.
- OBSERVING THE DAILY ACTIVITIES OF ALL INMATES/DETAINEES COMMITTED TO THE CUSTODY OF THE BRISTOL COUNTY SHERIFF'S OFFICE.
- INITIATE AND DIRECT SEARCHING OF VARIOUS SECTIONS OF THE RESPECTIVE UNITS FOR CONTRABAND IN ACCORD WITH B.C.S.O PROCEDURES
- SHALL DIRECTLY COMMUNICATE WITH OTHER OFFICERS ASSIGNED TO THE SAME UNIT ROTATION ABOUT UNIT CLIMATE ISSUES, MAINTENANCE REQUESTS, INMATE UNIT WORKER ASSIGNMENTS, ACTIVITY SCHEDULES, RELEASE OR OTHER PERTINENT PROBLEMS.

#### **Benefits:**

- Health insurance
- Dental insurance
- Retirement plan

- Paid time off

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

## **Team Member -Chipotle (Dartmouth)**

*Part-time*

### **Job Description**

At Chipotle, we've created something special: a better place to eat and work. Many employees start just expecting a paycheck, but end up with a rewarding career. We provide exceptional training and a clear career path – over 80% of our managers got promoted from Crew.

### **What's in it for you:**

- Tuition assistance (up to \$5,250 a year)
- Free food (yes, really FREE)
- Medical, dental, and vision insurance
- Paid breaks
- Paid time off
- Holiday closures
- Full time and part time opportunities
- Opportunities for advancement (80% of managers started as crew)
- Customized college degree programs that can be completed in as little as 18 months, for as low as \$250 a year\*
- Competitive compensation, including stock and company car allowance for our highest-performing managers (Restaurateurs)

### **What we're looking for:**

- Someone with a friendly, enthusiastic attitude
- Someone that loves to help and serve others (both customers and team members)
- Someone ready to learn how to cook (a lot)
- We prepare real food by hand every day in our restaurants. No freezers, microwaves or can openers to be found.

We welcome experienced restaurant professionals and novices

alike. We'll provide the training you need to feel confident working at any station – grill, cashier, prep, salsa and expo. We take pride in our exceptional customer service and it's up to each of our team members to create the friendly atmosphere that our customers expect and enjoy. So, whether you have experience as a dishwasher, cashier, server, host, bartender, cook, prep cook, FOH/BOH or no experience at all, we're always looking for passionate and enthusiastic people to join our team.

At Chipotle, you'll be part of a team that is working to cultivate a better world. If that sounds like something you would like to be a part of, apply today.

**Requirements (the fine print):**

- You have to be at least 16 years old to work at Chipotle
- You need to be able to communicate in the primary language(s) of the work location
- Receive up to \$5,250 from Chipotle in tuition assistance and up to \$5,185 in federal grants each year. Combined with up to 44 earned credit hours from on-the-job training at Chipotle, you could earn your degree for as little as \$250 a year.

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

**Crew Member – Tropical Smoothie Cafe (Dartmouth)**

*Part-time*

Tropical Smoothie Café of Dartmouth is seeking enthusiastic, hardworking, and reliable individuals for morning, early afternoon and evening shifts. Responsibilities include assisting with morning food prep, making smoothies, making food and cash register. Must have “trop”ittitude and have what it takes to deliver unparalleled hospitality to our customers.

Apply online at  
<https://www.tropicalsmoothiecafe.com/work-with-us/apply/604>

**Shifts:**

- Morning (Preferred)
- Mid-Day (Preferred)
- Evening (Preferred)

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

## **Cashiers, Delivery Drivers, Kitchen Help – Wings over New Bedford**

Wings Over New Bedford is a new store in New Bedford MA. We are hiring in all positions full time and part-time. We are looking for individuals to come join our wings team. We offer flexible schedules. Drivers must have their own vehicles and insurance. Come down and apply at our location, 972 Kempton St New Bedford, MA 02740.

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

## **Pest Control Technician – Profishant, Inc (Fairhaven)**

*Full-time, \$13.00 to \$16.00/hour*

### **Position Summary**

- No Experience Needed (pay based on experience)
- Great customer service skills
- Demonstrate professional communication skills
- Respond to customer complaints and communications
- Maintain log books up-to-date with insurances, technician licenses or other required documentation
- Provide onsite client training
- Wildlife or Termite experience a plus but not required
- Active certification a plus but not required
- Must be able to work in all conditions, heat cold, rain Etc.
- Mosquito and tick experience a plus.
- Must be able to work flexible hours (come in early or stay late if needed)

### **License:**

- Massachusetts Pesticide Applicators License (Preferred)

**Benefits:**

- Health insurance
- Dental insurance

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

**Account Clerk – City of New Bedford Auditor's Office****PAY: \$15.46 – \$20.92**

Performs a variety of general office functions including data entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other projects as needed. Attends meetings, trainings, workshops, conferences and classes for the purpose of increasing knowledge and/or gathering information required to perform functions.

High school diploma and knowledge equivalent to specialized course work in general office practices such as accounts payable, general accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

## **Compliance Officer (Community Relations Specialist) – City of New Bedford**

**PAY: \$51,693 – \$64,622**

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, “community-friendly” print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department’s goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district’s external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor’s degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years’ experience in the public relations/communications/marketing field at varied levels and

with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

*Employment Opportunities*

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

**Sr. Clerk Typist position – City of New Bedford Fire Department**

**PAY:** \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine

information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

**New Bedford has a residency requirement.**

For more information, please visit:

*Employment Opportunities*

## **Data Entry Clerk for the Assessors Office – City of New Bedford**

**PAY:** \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare



reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

### **After School Program Monitor & After School Program Supervisor positions – City of New Bedford**

#### **CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR**

**PAY: \$12 – \$14.50/hr**

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a

suitable candidate is found. New Bedford has a residency requirement. EEO

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#### CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

**PAY:** \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

#### **Data Entry Clerk – City of New Bedford**

**PAY:** \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these

properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

### **Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches**

**PAY: \$47,339 – \$59,178**

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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— Have a job to add to the Hot Jobs List? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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## **HELP WANTED: City of New Bedford is currently hiring for a Director of Purchasing position**

**PAY: \$79,326 – \$99,166**

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts

with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures. Reviews and approves all purchase orders generated by every department; ensures that they comply with all laws, purchasing procedures and policies; attends meetings, trainings, workshops as required to perform job functions. Obtains, reviews, and evaluates comparative prices and quotes; assists in negotiations with vendors, awards and drafts contracts, renewals, change orders.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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## **The South Coast Hot Jobs List – September 22, 2019**

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 22, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

### **Job Fair – Tiverton Casino Hotel**

Are you looking for a career in the exciting casino business! **Tiverton Casino Hotel** is holding a job fair on Saturday, September 21, from 1pm to 4pm for various food & beverage

openings at Trattoria Romana Tiverton!

**Positions available include:**

- Servers
- Bussers
- Bartenders
- Host/Hostess
- Dishwashers
- Line Cooks
- Prep Cooks

**Night and weekend availability is a must. Come see us to apply in person!**

Facebook

Event:

<https://www.facebook.com/events/518732155364670/>

**Tiverton Casino Hotel**

**777 Tiverton Casino Blvd.,**

**Tiverton, Rhode Island 02878**

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

# JOB FAIR

Servers | Bussers  
Host/Hostess | Dishwashers  
Line Cooks | Prep Cooks



**Outside Sales Representative – Reynolds and Reynolds (New Bedford)**

*Full-time, \$75,000.00 to \$90,000.00/year*

**Position Summary**

Reynolds and Reynolds develops and supports software for

automotive retailers, featuring the industry's only Retail Management System. We are looking for an experienced Sales Representative to sell these software solutions to automotive dealerships within a defined territory.

**Responsibilities:**

- Serve as the subject matter expert for our core software solutions, ERA and POWER
- Be responsible for building and maintaining relationships with our current customers as well as finding new accounts
- Work closely with area sales specialists to drive market share growth and show how our suite of solutions can help car dealerships deliver superior results
- In this role, you are eligible to receive a company car for both business and personal use. You will also be provided with an iPad, iPhone, laptop and home office equipment.
- Training for this position consists of on-the-job training with a mentor, online training courses, and classroom instruction at our headquarters (Dayton, OH)

**Requirements:**

- 3+ years related experience
- Excellent oral and written communication skills
- High School Diploma or equivalent; Bachelors preferred but not required
- Persuasiveness and sales-closing abilities
- Strong customer relationship skills
- Ability to travel (overnight) 10%
- Automotive industry experience is a plus (Sales Associate, Sales Manager, Internet Sales Manager, or F&I Manager)

**Benefits:**

- Company car for business and personal use
- SurfacePro, iPhone, and home office equipment
- Medical, dental, vision, and life insurance
- 401(k) with up to 6% matching
- Professional development and training
- Promotion from within

- Paid vacation and sick days
- Paid holidays
- Referral bonuses
- Discounts for cell phones, cars, computers, entertainment, and much more

Reynolds and Reynolds promotes a healthy lifestyle by providing a non-smoking environment. We encourage applicants of all ages and experience to apply, as we do not discriminate on the basis of age.

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

### **Store Team Member (Cashier/Stocker/Animal Care) – Pet Supplies Plus (Fairhaven)**

#### *Part-Time*

Did you know bearded dragons grow up to 2 feet long? Or that the average life span for an umbrella cockatoo is 50 years? Our team members are pet lovers and like to know it all!

As a Store Team Member at Pet Supplies Plus, you're pawsitively passionate about people and their pets. Providing exceptional, neighborly service at every opportunity during your workday, you will

- stop to help a neighbor select the perfect toy for a terrier that likes to chew
- review and compare the ingredient labels of several food brands for a concerned cat parent
- fit a squirming dachshund with the perfect harness
- educate a sixth grader on bird ownership
- stock shelves and ring up neighbors' purchases
- feed all the furry pets and make sure their cages are spiffy
- all while engaging with PSP neighbors and smiling in the face of puppy breath.

Are you awesome? No, you are more than that. You're PAWsome!



A Pet Supplies Plus team member will likely do it all, but may specialize in any of the following areas:

### **Cashier**

- Processes neighbors' purchases with trustworthy accuracy and efficiency
- Provides Preferred Pet Club membership information to ensure neighbors don't miss any outstanding offers

### **Stocker**

- Safely unloads our delivery trucks using the proper equipment
- Stocks shelves to ensure Fido always gets his favorite chew toy and treats
- Carries bags of kibble, cat litter, aquariums and other purchases out to neighbors' cars

### **Pet Care**

- Provides care for pets in our store, which may include cleaning habitats, feeding and handling the animals
- Answers neighbor's questions on animal care to help them find or maintain the perfect pet

The Store Team member position can be physically demanding, requiring heavy lifting (40-65 lbs) and standing for long periods of time. We support learning through our interactive Pet Degree pay-for-knowledge programs. PAWsome Store Team Members will:

- Support each other by acting as back-up when extra help is needed
- Be knowledgeable about animals and our products in order to provide outstanding neighborly service
- Be flexible to work evenings, weekends and holidays
- All candidates must pass a drug screening (in applicable states), and be 16 years or older.

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

## **Border Patrol Agent – U.S. Customs and Border Protection**

Border Patrol Agents prevent terrorists and terrorists' weapons from entering the United States by securing our land borders and coastal waters from between ports of entry. Working for U.S. Customs and Border Protection (CBP) means keeping your country safe from dangerous people and materials attempting to cross our border.

CBP relies on men and women with integrity to carry out our mission – to protect. The career opportunities are vast, from K-9 Inspection to Special Response Team to Horse Patrol, and more. And the benefits are rewarding, including competitive pay, paid time off, health and life insurance, and a generous retirement.

### **Responsibilities:**

A fully trained Border Patrol Agent (BPA) may be eligible for overtime pay (up to an additional 25% of salary). Border Patrol Agents (BPA) may also have a higher starting salary based on their duty location.

### **Shift Work/Overtime:**

This position requires regular and recurring shift work. You must be willing and available to work rotating shifts. You may also be rotated between assignments and duty locations. You could be required to work overtime on a daily basis and will be compensated up to an additional 25% of your base pay in accordance with the Border Patrol Agent Pay Reform Act of 2014.

This is a career ladder position with a grade level progression of GL-5, GL-7, GL-9, GS-11, and GS-12. You will be eligible for a promotion to the next higher grade level (without re-applying) once you successfully complete 52 weeks in each grade level (with supervisor approval).

Being a Border Patrol Agent makes you a valuable member of the Federal Law Enforcement Officer (LEO) profession.

**Typical assignments include:**

- Detecting, preventing, and apprehending undocumented aliens and smugglers of aliens at or near the land borders by maintaining surveillance from covert positions
- Responding to electronic sensor alarms
- Interpreting and following tracks, marks and other physical evidence
- Using infrared scopes during night operations
- Responding to aircraft sighting and other anti-smuggling activities
- Performing farm and ranch checks, traffic checks, city patrols, and transportation checks
- Patrolling the international boundary and coastal waterways and using a variety of Government assets for the accomplishment of the USBP Mission. These assets may include, but are not limited to: vehicles, horses, vessels, water crafts, off-road vehicles, ATVs, snowmobiles, and motorcycles.

This position requires wearing an officially approved uniform and complying with established grooming standards found here; as established by the Border Patrol's Uniform and Grooming Standards Policy #07-09126. Please note that in accordance with these standards, tattoos and/or brandings on the head, face, neck or hands are not permitted. Obscene, racially/ethnically derogatory and/or gang tattoos or brandings shall not be visible. All visible tattoos and/or brandings will be covered while performing the following volunteer duties: Recruiting, Public Affairs Officer, Oral Hiring Boards, International Liaison duties, Community Affairs or judicial proceedings.

**Travel Required:**

Occasional travel – Travel may be required based on operational needs

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

## **Retail Sales, Cashiers, Stock Associates – Bed Bath & Beyond (Dartmouth)**

Christmas Tree Shops is growing and so is our need for talented associates. We offer a distinctive, fast-paced, and dynamic retail environment where you can truly make a difference AND have an opportunity to grow your career! If you are looking for a retail company that values both its people and its customers, your search is over – you have discovered Christmas Tree Shops!

Please join us on Thursday, September 26th at this location. We will be interviewing between the hours of 12:00pm and 6:00pm – No appointments necessary. Please apply on-line before arriving.

### **National Hiring Day 2019**

Thursday, September 26th

12:00pm to 6:00pm

*On the spot interviews. Quick hiring decisions.*

This store location will be interviewing between the hours of 12:00pm and 6:00pm for all open retail positions including retail sales, customer service, stock associates. No appointments necessary. Please apply online before you arrive.

If you are not available to interview on this date or time, please search our career page for opportunities or apply in-person at your local store location and ask for the Leader on Duty.

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

Team Member – Domino's Pizza

*Full-time, Part-time, \$12.00 to \$15.00/hour*

JOIN OUR AWARD-WINNING TEAM. NEW BEDFORD ( 821 Rockdale Avenue, 109 Rockdale Avenue) Make Great Pizzas, Make Great

Dough! Compensation: Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Requirements to join our award-winning team: \* Enthusiasm, strong basic math and spelling skills. \* Commitment to teamwork, desire to work in a fast-paced environment. \* Bilingual or multilingual a plus. Must be over 18-years for most positions, but strong youth candidates encouraged to apply. Part-time and full-time positions available. Equal Opportunity Employer. Apply online at: <https://jobs.dominos.com/dominos-careers>

**Experience:**

- Customer Service: 1 year (Required)

**Education:**

- High school or equivalent (Required)

**Benefits:**

- Flexible schedule

**Hours per week:**

- 20-29

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

**Retail Merchandiser – Hallmark**

The Retail Merchandiser is a part-time position that performs service work in the Hallmark department in various retail stores such as grocery stores, drug stores, department stores and mass retailers. These positions do not service Hallmark Card Shops.

This is your opportunity to represent the world's best-known greeting card brand and develop retailer relationships in your community. Hallmark provides paid training, paid travel time and mileage reimbursement between stores and access to a variety of corporate discounts.

**Day to Day Service:**

- **Product merchandising:** You will handle all aspects of product merchandising within your assigned stores. You will use a Hallmark-issued, hand-held mobile device to replenish, straighten and track inventory of Hallmark products. This could include products placed inside the Hallmark department or within other areas of the store.
- **Store employee and customer interaction:** You must interact in a professional manner with store employees, store management and customers while in the store.
- **Schedule:** Your Territory Supervisor will clarify your specific schedule. Work is typically scheduled Monday through Friday during the day and hours will increase during holiday periods.

### **Holiday Support:**

- Hallmark's business is season driven. Your scheduled days and hours will increase the week before and after the following holidays – Valentine's Day, Easter, Mother's Day, Father's Day, Halloween, Thanksgiving and Christmas.
- You may be required to work on the actual holiday for Valentine's Day, Mother's Day and Father's Day.

### **Department Remodels and Resets:**

- Occasionally, you may be required to be a part of an installation team and work on activities to include, but not limited to, building Hallmark fixtures, moving card departments, installing fixtures and product and remodeling card departments.
- Typically you will receive at least a 2-week notice for remodel/reset work.

### **PHYSICAL REQUIREMENTS**

This is a physically demanding job that requires a high level of energy and a sense of urgency. You will be working on the selling floor as well as in back stockrooms. You must be able to consistently push, pull, lift, and carry cartons, merchandise and display fixtures up to 30 pounds throughout the work day and up to 50 pounds on occasion. You will also be

required to stoop, squat, walk, and stand throughout your work day, and you may be required to climb stairs and step ladders.

## **REQUIREMENTS**

- Access to a Wi-Fi network and the internet
- Able to operate hand-held technology provided to open and read documents and interpret information
- Flexibility to work a changing work schedule that may include an occasional evening or weekend
- Reliable transportation to report to assigned locations as scheduled
- Eligible to work in the United States
- Able to read, understand and communicate in English
- At least 18 years of age
- High School Diploma/GED or equivalent
- May be required to work the week before and the week after major holidays

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

## **School Safety Staff – New Bedford Public Schools**

This is a PART-TIME (School Year) Position Provides a safe and secure environment for learning.

- Patrols interior points of entrance/exit, passageways, common areas including restrooms, instructional areas, gymnasium, auditorium, cafeteria and assembly areas as assigned Ensures appropriate pedestrian traffic patterns and flow along interior passageways and exterior walkways.
- Monitors motor vehicle traffic issues around assigned facility, including but not limited to vehicle-free zones/building proximity, parking areas and speed.
- Pre-qualifies vendors and/or external contractors and monitors accountability using registration (sign-in/-out), identification badge assignment, controlled access areas and passage routes throughout the facility.
- Provides directions as needed as well as information

regarding visitation policies and protocols to all authorized vendors and/or external contractors.

- Provides security presence as directed at academic, athletic and social events both during and after regular school hours.
- Controls and diffuses disturbances before, during and after school hours, within school buildings, upon school grounds and along access and egress routes. Assists school resource (police) officers, local police and fire safety officers as necessary.
- Maintains logs, prepares reports and/or other documentation related to security and/or safety.
- Performs other related duties as assigned.

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

## **Court Monitor – FunZ Trampoline Park (New Bedford)**

### *Part-Time*

As a Court Monitor, your job would be to enforce the rules of the park and ensure customer safety! Also, you will be responsible for helping to clean and maintain our park. We are looking for people preferably with customer service experience. Must be able to work weekends.

### **Education:**

- High school or equivalent (Preferred)

### **Work authorization:**

- United States (Required)

### **Additional Compensation:**

- Store Discounts

### **Hours per week:**

- 10-19

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



## **Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches**

**PAY: \$47,339 – \$59,178**

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

**Corrections Officer – Bristol County Sheriff's Office (North Dartmouth)**

*Full-time, \$46,611.55 to \$60,899.28/year*

Bristol County Sheriff's Office (BCSO) is looking to hire Correction Officers. Starting salary \$46,611 to \$60,899, two weeks paid vacation, three personal days, health, dental and vision benefits, earned sick time, and state pension.

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

CORRECTION OFFICER SHALL FOLLOW THE BRISTOL COUNTY SHERIFF'S OFFICE CHAIN OF COMMAND AND WORK UNDER THE SUPERVISION OF THE ASSIGNED SERGEANT AND/OR RESPECTIVE ZONE LIEUTENANT.

**REQUIRED DOCUMENTS:**

- Valid Driver's License
- High School Diploma or GED
- Birth Certificate or Certificate of Naturalization

**RESPONSIBILITIES:**

- THE SUPERVISION OF STAFF IN PERFORMING POST ASSIGNMENTS WITHIN THE RESPECTIVE CORRECTIONAL FACILITY, ENSURING AREAS OF RESPONSIBILITY ARE MAINTAINED IN A CLEAN, SECURE AND SANITARY MANNER.
- OBSERVING THE DAILY ACTIVITIES OF ALL INMATES/DETAINEES COMMITTED TO THE CUSTODY OF THE BRISTOL COUNTY SHERIFF'S OFFICE.
- INITIATE AND DIRECT SEARCHING OF VARIOUS SECTIONS OF THE RESPECTIVE UNITS FOR CONTRABAND IN ACCORD WITH B.C.S.O PROCEDURES
- SHALL DIRECTLY COMMUNICATE WITH OTHER OFFICERS ASSIGNED TO THE SAME UNIT ROTATION ABOUT UNIT CLIMATE ISSUES, MAINTENANCE REQUESTS, INMATE UNIT WORKER ASSIGNMENTS, ACTIVITY SCHEDULES, RELEASE OR OTHER PERTINENT PROBLEMS.

**Benefits:**

- Health insurance

- Dental insurance
- Retirement plan
- Paid time off

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

### **Administrative Assistant – F&B Rubberized, INC**

*Part-time, Internship*

#### **Responsibilities will include but not limited to:**

- Answer Phones
- Make Flyers
- Pick up certain items to maintain warehouse (welding material, gloves, etc.)
- File Paperwork

#### **Additional Compensation:**

- Commission

#### **This Job Is:**

- A job for which all ages, including older job seekers, are encouraged to apply

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

### **EEC Certified Teacher – Kids Ink (Dartmouth)**

*12 – \$13 an hour – Part-time*

The Teacher is responsible for creating a warm, welcoming and inviting educational environment for children and families. They are responsible for curriculum implementation at the direction of the Master Teacher and must be able to meet all EEC standards.

#### **Experience:**

- Relevant: 1 year (Preferred)
- Childcare: 1 year (Preferred)

#### **Education:**

- High school or equivalent (Preferred)

**License:**

- Teaching Certificate (Required)

**Benefits:**

- Paid time off
- Flexible schedule
- Professional development assistance

**This Company Describes Its Culture as:**

- Team-oriented – cooperative and collaborative
- Detail-oriented – quality and precision-focused
- Stable – traditional, stable, strong processes

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

**Cashiers, Delivery Drivers, Kitchen Help – Wings over New Bedford**

Wings Over New Bedford is a new store in New Bedford MA. We are hiring in all positions full time and part-time. We are looking for individuals to come join our wings team. We offer flexible schedules. Drivers must have their own vehicles and insurance. Come down and apply at our location, 972 Kempton St New Bedford, MA 02740.

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

**Security Officer – Command Security Corporation (New Bedford)**  
*Part-Time***Position Summary**

Work for a company where your individual contributions are recognized and rewarded. Apply for your next security position at Command Security Corporation. We are always hiring professionals eager to exceed customer expectations.

We're hiring reliable, experienced, Part-Time Security

Officers! The persons in this position will maintain a safe and secure environment for customers and co-workers by patrolling, monitoring premises, and performing search procedures.

Command Security Corporation offers a whole suite of benefit options. Command believes in career advancement and encourages current employees to apply. We offer competitive wages and exciting company resources.

### **Responsibilities**

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security/safety of premises
- Circulate among visitors, patrons, and employees to preserve order and protect property
- Guard, patrol, and monitor industrial or commercial premises to prevent safety hazards, theft, violence, or infractions of rules
- Enforce rules, regulations, policies, procedures, and respond to emergency situations requiring security assistance
- Escort on foot or by motor vehicle to transport individuals to specified locations or to provide personal protection or to escort persons off customer property
- Write detailed narrative reports and maintain daily activity reports (DARs)
- Provide assistance to customers, employees and visitors in a courteous and professional manner
- Monitor for irregular or unusual activity
- Secure facility and designated areas
- Enforce facility and company policies and procedures
- Investigate and prepare reports on incidents

### **Qualifications**

- 21 years old or older
- Experience with Phones/Tablets
- High school diploma or GED equivalent
- Must have good communications skills

- Ability to stand or walk for long periods
- Ability to think clearly during crisis or high-stress periods
- Must be reliable, have a positive attitude, and uphold ethical behavior
- Must have one (1) year of experience as a security supervisor, police officer, military or a combination of education, training or work experience which provides the required knowledge, skills and abilities to perform the duties of this position

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

### **Account Clerk – City of New Bedford Auditor’s Office**

**PAY: \$15.46 – \$20.92**

Performs a variety of general office functions including data entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other projects as needed. Attends meetings, trainings, workshops, conferences and classes for the purpose of increasing knowledge and/or gathering information required to perform functions.

High school diploma and knowledge equivalent to specialized course work in general office practices such as accounts payable, general accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

### **Compliance Officer (Community Relations Specialist) – City of New Bedford**

**PAY: \$51,693 – \$64,622**

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, “community-friendly” print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department’s goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district's external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor's degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years' experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

*Employment Opportunities*

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

### **Sr. Clerk Typist position – City of New Bedford Fire Department**

**PAY:** \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.



Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

**New Bedford has a residency requirement.**

For more information, please visit:

*Employment Opportunities*

## **Data Entry Clerk for the Assessors Office – City of New Bedford**

**PAY:** \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor

and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

### **After School Program Monitor & After School Program Supervisor positions – City of New Bedford**

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

**PAY:** \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of

children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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#### **CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR**

**PAY:** *\$15.00hr – \$16.00hr*

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

#### **Data Entry Clerk – City of New Bedford**

**PAY:** *\$15.46hr – \$20.92hr*

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large

volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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Have a job to add to the Hot Jobs List? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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# **The Tiverton Casino Hotel is Hiring and hosting a Job Fair on Saturday, September 21st**

Are you looking for a career in the exciting casino business! **Tiverton Casino Hotel** is holding a job fair on Saturday, September 21, from 1pm to 4pm for various food & beverage openings at Trattoria Romana Tiverton!

## **Positions available include:**

- Servers
- Bussers
- Bartenders
- Host/Hostess
- Dishwashers
- Line Cooks
- Prep Cooks

**Night and weekend availability is a must. Come see us to apply in person!**

Facebook

Event:

<https://www.facebook.com/events/518732155364670/>

**Tiverton Casino Hotel**

**777 Tiverton Casino Blvd.,**

**Tiverton, Rhode Island 02878**

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

# JOB FAIR

Servers | Bussers  
Host/Hostess | Dishwashers  
Line Cooks | Prep Cooks



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## **HELP WANTED: City of New Bedford's Department of Facilities & Fleet Management is currently hiring for a Finance & Operations Manager**

**PAY: \$66,603 – \$83,261**

Manages budgets, grants and special funds for the Department of Facilities and Fleet Management. Supervises all clerical staff. Oversees the day-to-day administrative operations of the Department and project management as it pertains to financial interests. Enters and prepares budget for review for the director. Monitors all revenues, expenditures, receivables and cash to ensure fiscal control between the department, Auditor's Office and Treasurer's Office. Manages and investigates special revenues including Federal and State grants, loans reimbursements and expenditures.

Bachelor's Degree in operations management, business

administration, human resources management or related discipline. Massachusetts Certified Public Procurement Official (MCPPO) certification or the ability to become MCPPO certified within one year of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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## **The South Coast Hot Jobs List – September 15, 2019**

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 15, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

### **Job Fair – Blount Fine Foods**

Are you looking to work with a growing company? Come see what Blount has to offer you and add some spice to your work life. Join Blount for their on-site Job Fair on September 18, 2019, from 3:00pm-6:00pm at their location at 575 Currant Road, Fall River.

You will have the chance to speak to someone from our recruiting team, meet with supervisors and hear about our competitive benefits package. Many opportunities for machine operators, warehouse associates, food prep individuals, quality control, quality assurance and much more! See what

Blount has to offer you!

**WHEN:**

Wednesday, September 18, 2019 at 3 PM – 6 PM

**WHERE:**

Blount Fine Foods

630 Currant Rd,

Fall River, Massachusetts 02720

**Facebook**

**Event**

**Page:**

<https://www.facebook.com/events/2414688508855779>.

**Facebook:** [facebook.com/blountfinefoods/](https://www.facebook.com/blountfinefoods/)

**Website:** [blountfinefoods.com/](https://www.blountfinefoods.com/)

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**About Blount Fine Foods:**

*Blount Fine Foods offers competitive wages, medical, dental and vision benefits; 401k with Company match and Profit Sharing Plan; Paid time off including vacation, sick time and holidays; Education Assistance Program; Life Insurance and Short Term Disability; Discounts on Blount products at Company retail locations.*

Blount Fine Foods is an equal opportunity employer & prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital, & veteran status.





**Security Officer – Command Security Corporation (New Bedford)**  
*Part-Time*

**Position Summary**

Work for a company where your individual contributions are recognized and rewarded. Apply for your next security position at Command Security Corporation. We are always hiring professionals eager to exceed customer expectations.

We're hiring reliable, experienced, Part-Time Security Officers! The persons in this position will maintain a safe and secure environment for customers and co-workers by patrolling, monitoring premises, and performing search procedures.

Command Security Corporation offers a whole suite of benefit options. Command believes in career advancement and encourages current employees to apply. We offer competitive wages and exciting company resources.

### **Responsibilities**

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security/safety of premises
- Circulate among visitors, patrons, and employees to preserve order and protect property
- Guard, patrol, and monitor industrial or commercial premises to prevent safety hazards, theft, violence, or infractions of rules
- Enforce rules, regulations, policies, procedures, and respond to emergency situations requiring security assistance
- Escort on foot or by motor vehicle to transport individuals to specified locations or to provide personal protection or to escort persons off customer property
- Write detailed narrative reports and maintain daily activity reports (DARs)
- Provide assistance to customers, employees and visitors in a courteous and professional manner
- Monitor for irregular or unusual activity
- Secure facility and designated areas
- Enforce facility and company policies and procedures
- Investigate and prepare reports on incidents

### **Qualifications**

- 21 years old or older
- Experience with Phones/Tablets
- High school diploma or GED equivalent
- Must have good communications skills
- Ability to stand or walk for long periods
- Ability to think clearly during crisis or high-stress periods
- Must be reliable, have a positive attitude, and uphold

ethical behavior

- Must have one (1) year of experience as a security supervisor, police officer, military or a combination of education, training or work experience which provides the required knowledge, skills and abilities to perform the duties of this position

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

### **Court Monitor – FunZ Trampoline Park (New Bedford)**

#### *Part-Time*

As a Court Monitor, your job would be to enforce the rules of the park and ensure customer safety! Also, you will be responsible for helping to clean and maintain our park. We are looking for people preferably with customer service experience. Must be able to work weekends.

#### **Education:**

- High school or equivalent (Preferred)

#### **Work authorization:**

- United States (Required)

#### **Additional Compensation:**

- Store Discounts

#### **Hours per week:**

- 10-19

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

### **Retail Sales, Cashiers, Stock Associates – Bed Bath & Beyond (Dartmouth)**

Christmas Tree Shops is growing and so is our need for talented associates. We offer a distinctive, fast-paced, and

dynamic retail environment where you can truly make a difference AND have an opportunity to grow your career! If you are looking for a retail company that values both its people and its customers, your search is over – you have discovered Christmas Tree Shops!

Please join us on Thursday, September 26th at this location. We will be interviewing between the hours of 12:00pm and 6:00pm – No appointments necessary. Please apply on-line before arriving.

### **National Hiring Day 2019**

Thursday, September 26th

12:00pm to 6:00pm

*On the spot interviews. Quick hiring decisions.*

This store location will be interviewing between the hours of 12:00pm and 6:00pm for all open retail positions including retail sales, customer service, stock associates. No appointments necessary. Please apply online before you arrive.

If you are not available to interview on this date or time, please search our career page for opportunities or apply in-person at your local store location and ask for the Leader on Duty.

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

### **Residential Care Staff – M.O. L.I.F.E., Inc (Fairhaven)**

*Part-time*

Join our growing team in enhancing the lives of individuals with developmental disabilities in SouthCoast Massachusetts!

#### **Responsibilities include:**

- Work shift – Monday and Tuesday evenings 6pm -10pm, Saturdays, 8am to 4 pm and Sundays 4pm -12:00am.

- Provide individualized care and assist with activities of daily living, including proper maintenance of living area, guiding residents in leisure activities, work day programming, medication administration, meal preparation, housekeeping , and personal hygiene.
- Design and direct flexible individualized and/or group support to assigned consumers as established from ISP and from significant and invited people in consumer's life.
- Involve and assist individuals in Functional Skill Development
- Assist individuals in sound, independent decision-making with emphasis on balancing risks and benefits of those decisions and understanding the potential consequences.
- Build and expand natural and other supports.
- Models appropriate behavior for individuals.
- Comply with and promote the Human rights of developmentally disabled and brain injured population.
- Provide transportation to appointments, errands and social activities.
- Fulfill progress notes and behavioral data log notes for each individual residing in the program on a daily basis.

MAP CERTIFICATION A PLUS, BUT NOT NECESSARY. MUST BE WILLING TO OBTAIN.

#### **License:**

- Driver's License (Required)

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

#### **Retail Merchandiser – Hallmark**

The Retail Merchandiser is a part-time position that performs service work in the Hallmark department in various retail stores such as grocery stores, drug stores, department stores and mass retailers. These positions do not service Hallmark Card Shops.

This is your opportunity to represent the world's best-known

greeting card brand and develop retailer relationships in your community. Hallmark provides paid training, paid travel time and mileage reimbursement between stores and access to a variety of corporate discounts.

### **Day to Day Service:**

- **Product merchandising:** You will handle all aspects of product merchandising within your assigned stores. You will use a Hallmark-issued, hand-held mobile device to replenish, straighten and track inventory of Hallmark products. This could include products placed inside the Hallmark department or within other areas of the store.
- **Store employee and customer interaction:** You must interact in a professional manner with store employees, store management and customers while in the store.
- **Schedule:** Your Territory Supervisor will clarify your specific schedule. Work is typically scheduled Monday through Friday during the day and hours will increase during holiday periods.

### **Holiday Support:**

- Hallmark's business is season driven. Your scheduled days and hours will increase the week before and after the following holidays – Valentine's Day, Easter, Mother's Day, Father's Day, Halloween, Thanksgiving and Christmas.
- You may be required to work on the actual holiday for Valentine's Day, Mother's Day and Father's Day.

### **Department Remodels and Resets:**

- Occasionally, you may be required to be a part of an installation team and work on activities to include, but not limited to, building Hallmark fixtures, moving card departments, installing fixtures and product and remodeling card departments.
- Typically you will receive at least a 2-week notice for remodel/reset work.

### **PHYSICAL REQUIREMENTS**

This is a physically demanding job that requires a high level

of energy and a sense of urgency. You will be working on the selling floor as well as in back stockrooms. You must be able to consistently push, pull, lift, and carry cartons, merchandise and display fixtures up to 30 pounds throughout the work day and up to 50 pounds on occasion. You will also be required to stoop, squat, walk, and stand throughout your work day, and you may be required to climb stairs and step ladders.

## **REQUIREMENTS**

- Access to a Wi-Fi network and the internet
- Able to operate hand-held technology provided to open and read documents and interpret information
- Flexibility to work a changing work schedule that may include an occasional evening or weekend
- Reliable transportation to report to assigned locations as scheduled
- Eligible to work in the United States
- Able to read, understand and communicate in English
- At least 18 years of age
- High School Diploma/GED or equivalent
- May be required to work the week before and the week after major holidays

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

## **School Safety Staff – New Bedford Public Schools**

This is a PART-TIME (School Year) Position Provides a safe and secure environment for learning.

- Patrols interior points of entrance/exit, passageways, common areas including restrooms, instructional areas, gymnasium, auditorium, cafeteria and assembly areas as assigned Ensures appropriate pedestrian traffic patterns and flow along interior passageways and exterior walkways.
- Monitors motor vehicle traffic issues around assigned facility, including but not limited to vehicle-free zones/building proximity, parking areas and speed.

- Pre-qualifies vendors and/or external contractors and monitors accountability using registration (sign-in/-out), identification badge assignment, controlled access areas and passage routes throughout the facility.
- Provides directions as needed as well as information regarding visitation policies and protocols to all authorized vendors and/or external contractors.
- Provides security presence as directed at academic, athletic and social events both during and after regular school hours.
- Controls and diffuses disturbances before, during and after school hours, within school buildings, upon school grounds and along access and egress routes. Assists school resource (police) officers, local police and fire safety officers as necessary.
- Maintains logs, prepares reports and/or other documentation related to security and/or safety.
- Performs other related duties as assigned.

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

### **Retail Sales Consultant – Sprint (New Bedford)**

*From \$40,000 a year- Commission*

Here's your opportunity to join an unstoppable team at a company that's setting a new standard in wireless. This position puts you on the leading edge of a brand that is changing the way people live, work and play.

As a Sprint Retail Sales Consultant, you are a wireless expert. This means you have the power to connect customers to the people, places and things that matter most. You move Sprint's Brand forward by delivering unmatched customer experience. You are a guide, a guru, a virtual Jedi master of wireless mobility. You stay current with the latest technologies and trends. You deliver the whole package products, plans and service like nobody's business. Best of all, when you're doing what you do best (being awesome),



you're nailing Sprint's customer satisfaction and growth goals and having fun while doing it. Did we mention you do this with other great people who complete the circle of awesomeness? We call them your Sprint Retail team.

You are the Sprint face to the customer and as such, you are the walking embodiments of the brand and our commitment to provide our customers the best possible offer to fit their needs. Great products, great plans, comparable network and outstanding customer experience.

We reward you for your effort with a great total rewards package including health and wellness benefits, tuition reimbursement, paid time off, and an opportunity to earn incentive rewards for selling, serving and delighting customers. As a full-time Sprint partner, you can earn more than \$40,000 total compensation with significant commission upside for top performers. At Sprint we believe in paying for performance – the more you sell, the more you should earn.

- Provides a total sales solution to our customers, for any of their wireless/mobility needs. This includes selling the value of Sprint's devices, accessories and service plans; maximizing Sprint-customer connections; saving our customers money; personalizing their experience; and protecting their investment
- Delivers an outstanding store experience that improves customer loyalty and strengthens the Sprint Brand
- Meets or exceeds key performance objectives, including sales and customer satisfaction goals
- Accurately sets up accounts, so customers are ready to use their new devices and plans as soon as they leave the store
- Identifies the right solutions for customer billing, technical and/or account issues
- Receives training in their curriculum path to further their skills and career opportunities
- Complies with all operational policies and procedures, including the Sprint Code of Conduct

- Aside from reasonable accommodations or military obligations, employees must be available to work a retail schedule that includes evenings, weekends and holidays.

### **Qualifications**

- High School diploma or equivalent
- Six months retail sales or related experience

The Retail Sales team is the heart and soul of Sprint, connecting people with what matters every day. Our relentless innovation in cutting-edge technology, providing value and outstanding customer experience are all in service of our core belief: that connecting should be simple, rewarding and even fun.

### **Connecting with our Retail Sales team means you'll:**

- Receive a competitive total compensation package including base salary plus monthly sales incentives
- Enroll in our benefits/Total Rewards Program empowering you to take charge of your wealth, health and professional goals
- Further your education through our Tuition Assistance Program
- Connect with the latest wireless and mobile devices through our Employee Phone Program
- Promote innovation and friendly competition to deliver unparalleled customer experience
- Gain valuable wireless industry experience and skills by learning the newest trends and technology through engagement and training
- Achieve satisfaction knowing that you are changing lives by connecting customers with the resources, information, entertainment, and people that matter most

### **Are you ready to connect?**

Sprint is a background screening, drug screening, and E-Verify participating employer and considers qualified candidates with criminal histories consistent with applicable law.

## Equal Opportunity Employer/Disability/Protected Veterans

If you are a qualified individual with a disability or a disabled protected veteran and need an accommodation or accessibility assistance to apply for one of our positions, you may submit a request by sending an email to [careers@sprint.com](mailto:careers@sprint.com) or by faxing your request to 913-523-9980.

“Applicants have rights under Federal Employment Laws” Family and Medical Leave Act (FMLA) Poster; Equal Employment Opportunity (EEO) Poster; Supplemental Equal Employment Opportunity (EEO) is the Law Poster; Employee Polygraph Protection Act (EPPA) Poster; Pay Transparency Notice Poster; and the Philadelphia’s Fair Change Hiring Law Poster.

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

### **Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches**

**PAY: \$47,339 – \$59,178**

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and

maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

### **Cashier – Christmas Tree Shops and That! (Dartmouth)**

*Part-time, Temporary*

Christmas Tree Shops is growing and so is our need for more talented associates. We offer a distinctive, fast paced, and dynamic retail environment where you can truly make a difference AND have a very real opportunity to grow your career! If you are looking for a retail growth company that values both its people and its customers, has a winning track record, and an even brighter future, your search is over – you have discovered Christmas Tree Shops!

Specifically we are seeking the following Temporary Part Time positions in the North Dartmouth, MA store:

#### **Cashiers**

As a Cashier you will work in a in a high paced environment and you must maintain a calm, professional demeanor while performing your duties in an accurate manner. The Cashier is expected to deliver exceptional customer service and meet sales and productivity goals.

#### **Key Responsibilities:**

- Engage customers in a courteous, helpful, and respectful manner, promptly and politely responds to customer inquiries and customer requests for support
- Process customer transactions through the register and customer service desk
- Collect and processes payment from customer and enters into register system (includes applying coupons, providing change and receipts)
- Package customer purchases for removal from the store (includes wrapping, bagging)
- Ensure all items intended for purchase are identified and properly scanned
- Execute activities related to store initiatives to offer customers additional products and services (e.g., special sale items, credit card applications)
- Return misplaced product, customer returns, and other product gathered in the front-end to the correct location in the store
- Perform additional duties as required including, but not limited to, stocking, freight processing, price changes and cart retrieval

#### **Education/Experience/Qualifications:**

- High School diploma or equivalent desired
- 0-1 years of retail experience desired
- Effective communication and customer service skills
- Readily adjusts schedule, tasks, and priorities when necessary to meet business needs

You can apply online or you can also text “jobs” to 47283

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

#### **Administrative Assistant – F&B Rubberized, INC**

*Part-time, Internship*

#### **Responsibilities will include but not limited to:**

- Answer Phones

- Make Flyers
- Pick up certain items to maintain warehouse (welding material, gloves, etc.)
- File Paperwork

**Additional Compensation:**

- Commission

**This Job Is:**

- A job for which all ages, including older job seekers, are encouraged to apply

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

**EEC Certified Teacher – Kids Ink (Dartmouth)**

*12 – \$13 an hour – Part-time*

The Teacher is responsible for creating a warm, welcoming and inviting educational environment for children and families. They are responsible for curriculum implementation at the direction of the Master Teacher and must be able to meet all EEC standards.

**Experience:**

- Relevant: 1 year (Preferred)
- Childcare: 1 year (Preferred)

**Education:**

- High school or equivalent (Preferred)

**License:**

- Teaching Certificate (Required)

**Benefits:**

- Paid time off
- Flexible schedule
- Professional development assistance

**This Company Describes Its Culture as:**

- Team-oriented – cooperative and collaborative
- Detail-oriented – quality and precision-focused
- Stable – traditional, stable, strong processes

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

## **Servers – Country Club of New Bedford**

*Part-time. Full-Time*

Country Club of New Bedford is seeking to fill server positions. Candidates are required to have a professional demeanor, work well at a fast-pace, and work well as part of a team. A positive attitude and friendly composure are a must!

Servers are utilized in daily dining operations as well as functions and golf tournaments. Schedule flexibility is necessary, as business and weather dictate our staffing needs.

The dining room is open to members for lunch and dinner operations. The Club hosts several events each month for our members, as well. Bridal & baby showers, business meetings, bereavement gatherings, and milestone celebrations are frequently held in our Clubhouse. CCNB also hosts several golf tournaments in which the Food & Beverage team is part of.

Previous full-service restaurant experience is required. Previous fine dining experience is a plus, but not required.

Please respond to this ad with resume.

### **Experience:**

- Server: 1 year (Required)

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

## **Warehouse Worker – Plumbers' Supply Co.**

*Full-Time*

Warehouse – Plumbing, Heating & HVAC distributor located in

New Bedford, MA seeks a motivated individual to be part of warehouse staff at our brand new distribution center in the New Bedford Industrial Park. Heavy Lifting and valid driver's license required. Duties include unloading trucks, picking customer orders, packaging products for shipment, picking orders and general warehouse tasks

Full benefits package and 401(K) Plan offered. Driver's records are reviewed and drug tests are performed.

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

### **Account Clerk – City of New Bedford Auditor's Office**

**PAY: \$15.46 – \$20.92**

Performs a variety of general office functions including data entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other projects as needed. Attends meetings, trainings, workshops, conferences and classes for the purpose of increasing knowledge and/or gathering information required to perform functions.

High school diploma and knowledge equivalent to specialized course work in general office practices such as accounts payable, general accounting, data processing, and two years of



increasingly responsible related experience; or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

### **Compliance Officer (Community Relations Specialist) – City of New Bedford**

**PAY: \$51,693 – \$64,622**

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, “community-friendly” print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department’s goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district’s external website, social media tools and other on-line resources to ensure accuracy and consistency of

information.

Bachelor's degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years' experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

*Employment Opportunities*

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

**Sr. Clerk Typist position – City of New Bedford Fire Department**

**PAY:** \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants;

prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

**New Bedford has a residency requirement.**

For more information, please visit:

*Employment Opportunities*

**Data Entry Clerk for the Assessors Office – City of New Bedford**

**PAY: \$15.46 – \$20.92**

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide

support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

### **After School Program Monitor & After School Program Supervisor positions – City of New Bedford**

#### **CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR**

**PAY:** \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a

Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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#### CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

**PAY:** \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

#### **Data Entry Clerk – City of New Bedford**

**PAY:** \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested

persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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Have a job to add to the Hot Jobs List? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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**HELP WANTED: City of New**

# **Bedford Parks, Recreation, and Beaches is hiring for an Assistant Project Manager**

**PAY: \$47,339 – \$59,178**

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency

requirement. EE0

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# **HELP WANTED: City of New Bedford Auditor's Office is hiring for an Account Clerk**

**UPDATE:** This job position has been filled and is no longer available.

**PAY:** \$15.46 – \$20.92

Performs a variety of general office functions including data entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other projects as needed. Attends meetings, trainings, workshops, conferences and classes for the purpose of increasing knowledge and/or gathering information required to perform functions.

High school diploma and knowledge equivalent to specialized



course work in general office practices such as accounts payable, general accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO