

# The South Coast Hot Jobs List – September 08, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 08, 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://facebook.com/blountfinefoods/)

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

---

---

**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.



## **Activities Assistant – The Oaks**

### **Position Summary**

The Activities Assistant assists the Director of Activities in planning, organizing, developing, and directing quality activities for patients, ensuring that the recreational, physical, intellectual, spiritual, and social needs of each patient is met in accordance with all applicable laws, regulations, and Life Care standards.

### **Education, Experience, and Licensure Requirements**

- Must be a high school graduate or equivalent
- Prior experience with geriatrics preferred

## **Specific Job Requirements**

- Must have a valid driver's license in current State with satisfactory driving record per Life Care standards
- Demonstrated proficiency in arts/crafts/music is preferred
- Must possess the ability to make independent decisions when circumstances warrant such action
- Must be knowledgeable of practices and procedures as well as the laws, regulations, and guidelines governing functions in the post-acute care facility
- Must have the ability to implement and interpret the programs, goals, objectives, policies, and procedures of the department
- Must perform proficiently in all competency areas including but not limited to: general activities duties, patient rights, and safety and sanitation
- Maintains professional working relationships with all associates, vendors, etc.
- Maintains confidentiality of all proprietary and/or confidential information
- Must understand and follow company policies including harassment and compliance procedures
- Displays integrity and professionalism by adhering to Life Care's Code of Conduct and completes mandatory Code of Conduct and other appropriate compliance training

## **Essential Functions**

- Must be able to assist in planning, developing, organizing, implementing, and evaluating quality activity programs (includes entertainment, exercise, relaxation, and education)
- Must be able to appropriately and descriptively chart patient progress and behavior
- Must be able to escort patients to and from activities
- Must be able to make regular in-room visits to patients uninterested or unable to participate in group activities
- Must exhibit excellent customer service and a positive attitude towards patients
- Must be able to assist in the evacuation of patients

- Must demonstrate dependable, regular attendance
- Must be able to concentrate and use reasoning skills and good judgment
- Must be able to communicate and function productively on an interdisciplinary team
- Must be able to sit, stand, bend, lift, push, pull, stoop, walk, reach, and move intermittently during working hours
- Must be able to read, write, speak, and understand the English language

We offer competitive pay in a team-oriented environment.

### **An Equal Opportunity Employer**

#### **Experience:**

- Healthcare: 1 year (Preferred)

#### **Education:**

- High school or equivalent (Required)

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

### **Lead Teacher – P.A.C.E. Head Start**

#### **LEAD TEACHER**

**SALARY:** \$16.02 – \$21.93 per hour, 40 hrs. per week, 52 weeks per year.

- Must be EEC Lead Teacher qualified with an Associates/Bachelor's degree or enrolled in a program leading to a Bachelor's degree or higher.
- Candidates will be supervised under the direction of the Education Office, and will have responsibility for planning and managing the daily activities of the classroom as well as creating a positive social/emotional environment in accordance with the Pyramid Model.
- Communication with families, home visits, leading parent-

teacher conferences, entering observations in TSG and data into Child Plus are also essential components of this position.

- Valid driver's license required.
- Must be able to pass CORI and DCF background checks.

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

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

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

*P.A.C.E., Inc.*

*P.O. Box 5-626*

*New Bedford, MA 02742*

*Attn: Director of Human Resources*

**Deadline to apply: 5:00 p.m., Monday, August 19, 2019.**

**PAY: \$51,693 – \$64,622**

This position is responsible for administrative and technical work associated with New Bedford's Office of Housing and Community Development's rehabilitation programs; use of State Building Codes, Section 8 Minimum Housing Standards, zoning bylaws and other regulations; housing inspections, work write-ups, estimates, specification writing, bidding supervision, contractor supervision and final inspections of work related to housing rehabilitation; familiar with Lead Paint regulations; and all other related work as required.

Graduation from an accredited college or university with a Bachelor's degree in construction management, architecture,

public finance, or closely related field. Previous experience with Community Development and/or HOME Program Programs is highly desirable. Possession of a valid Massachusetts driver's license and good driving record. 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

### **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.
- Model 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](#)

**Bookseller – Barnes & Noble Dartmouth)**

*Part-time*

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

**Essential Functions**

- Deliver exceptional customer service that ensures sales and high levels of customer satisfaction.
- Execute on the four core service principles: put the book in the customer's hand, offer to order, offer the Member program, and fast cashiering.
- Greet and establish rapport with customers, proactively engaging them in conversations about our products, services and promotions to determine their needs and recommend the right products.
- Ensure all customer transactions are processed accurately and in a timely manner.
- Share knowledge and enthusiasm about all our products,



services, and promotions, providing a personalized experience to multiple customers at the same time.

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

### **Qualifications**

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

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

### **Bulldozer Operator – Company Confidential (New Bedford)**

*Full-Time*

Operates a wide variety of heavy equipment vehicles that perform the spreading and compaction of construction

demolition, commercial and residential waste disposed at the post collection facilities.

- Operates heavy equipment such as a bulldozer to excavate landfill site, transport solid waste materials and spread and compact layers of waste in compliance with the company operations safety policies and procedures.
- Conducts routine equipment inspections and preventative maintenance on equipment; maintains accurate records.
- Moves and positions materials and finished components with use of material moving equipment.
- Follow appropriate standard operating procedures as guideline for operating and maintaining vehicle.
- Follows all safety policies and procedures.
- Attends and participates in all scheduled training programs, briefings, and meetings required by New Bedford Waste Services, LLC or Manager.
- Performs other job-related duties as assigned.

**Experience:**

- Relevant: 1 year (Preferred)
- Dozer Operator: 1 year (Preferred)

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

**Retail Sales Associate – AutoZone**

*Part-Time*

**Position Summary**

AutoZone's Part-Time Retail Sales Associates drive sales through superior customer service by exceeding customer expectations and providing a WOW! Customer Service experience. While assisting customers, the Retail Sales Associate will perform daily assigned duties and remain compliant with company procedures in accordance to AutoZone expectations by Living the Pledge every day.

**Position Responsibilities**

- Provides WOW! Customer Service
- Ensures assigned store tasks are completed in a timely manner on assigned shift
- Operates cash registers and follows established cash handling procedures
- Follows company policies and loss prevention procedures
- Maintains a safe working environment including PPE (Personal Protective Equipment)
- Maintains store appearance and merchandising standards as directed
- Ensures that merchandise is restocked and placed in their respective areas
- Utilizes ZNET to help customers locate merchandise or find suitable alternatives
- Maintains product knowledge and current promotions through AutoZone systems and information sources
- Practices GOTTCa and assists with the installation of wipers blades, batteries and light bulbs
- Utilizes OBDII to read codes from customer's automobiles
- Ability to diagnose automobile problems and recommend solutions
- Communicates with managers regarding customer concerns and employee matters
- Actively engaged in developing more effective customer service skills
- Provides honest and trustworthy advice to customers regarding the best products that fit the customers' expectations

### **Position Requirements**

- High School diploma or equivalent
- Basic knowledge of automotive parts is required
- Excellent communication and decision making skills
- Ability to lift, load, and deliver merchandise
- Ability to work a flexible schedule to meet the business needs, including holidays, evenings and weekend shifts

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

## **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

---

### **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

## **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](#)

**Sales Associate – Journeys (Dartmouth)**

*Part-time, Commission*

**WHY WORK FOR SHOES?**

- We’re committed to our people – we want you to succeed!
- We offer rapid promotions for top performers – we promote from within.
- Tangible results of your hard work reflected in your paycheck... Work Hard- Make Good Money, Work Harder- Make GREAT Money!
- Compensation includes base pay, sales commission, and bonus potential.

- Great Store Environment
- Excellent Benefits
- We are fun, a bit irreverent and encourage you to embrace your individuality.

### **SALES ASSOCIATE – JOB DESCRIPTION**

- Meet and exceed personal sales goal and standards of performance.
- Be aware of store sales goal.
- Provide a fun, full service experience to all customers.
- Complete all point of sale functions as required.
- Complete all assigned tasks and responsibilities promptly.
- Perform all Operational/Loss Prevention procedures accurately according to policies.
- Maintain store appearance and stockroom organization.
- Effectively communicate all store needs to management
- Stay informed of current fashion trends.
- Complete all required training.
- Understand the Journeys culture and demonstrate it to the team.

### **Requirements**

- Prior retail sales experience preferred.
- Ability to multi-task in a fast-paced environment.
- Excellent interpersonal and customer service skills.
- Desire to succeed in fast paced retail environment.
- Willingness to learn.
- Ability to climb, reach, bend, and lift up to 50 pounds.
- Ability to work night and weekend shifts.
- Stand for long periods of time
- Must be at least 16 years of age.

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](#)

**Front Desk Clerk – Airport Mini Storage, Inc (New Bedford)**

*\$12 an hour – Part-time*

Looking for a part-time front desk clerk who will run the day to day operations of a self storage facility. Job requires providing information about storage rates, leasing storage units as well as collecting daily rent. Must be confident on the phone, good computer and math skills. Job requires some light lifting and must be able to walk the site daily check hallways and sweep out units when needed.

**Experience:**



- Computer Skills: 5 years (Required)
- Front desk: 1 year (Required)
- Math: 1 year (Required)

**Language:**

- Spanish (Preferred)
- Communication method(s) used:

**Phone**

- This Job Is Ideal for Someone Who Is:
- Dependable – more reliable than spontaneous
- People-oriented – enjoys interacting with people and working on group projects

**This Company Describes Its Culture as:**

- Detail-oriented – quality and precision-focused

**This Job Is:**

- Open to applicants who do not have a high school diploma/GED
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

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

**Behavior Technician – New England ABA (New Bedford)**

Immediate Entry Level and Lead ABA positions available in the Greater Boston area, Southcoast Massachusetts, North Shore of Boston and the Merrimack Valley.

**Company Overview**

New England ABA specializes in-home and community-based ABA therapy and our mission is to change lives, one family at a time.

- Come be a part of life changing success stories like these!
- Client said “I love you Mom” for the first time ever.
- Client went to a drop off birthday party at a trampoline park for the first time.

- Client ate 11 bites using a fork for the first time ever.

### **What we offer at New England ABA**

- Highly competitive hourly rate of \$18-\$26. New England ABA will never lose an amazing candidate over pay rate and will match or exceed competitive offers.
- Paid ABA training that meets Registered Behavior Technician (RBT) requirements
- Tuition reimbursement available for ABA coursework at a school of choice
- Work close to home, no more than a 30 minute commute between clients
- Paid drive time and mileage between clients
- Flexible afternoon schedule, offering a work/life balance
- Career path opportunities
- Pay increases currently offered based on years of service
- Paid accrued sick time
- 401k retirement benefits with a generous employer match, available for eligible employees
- Supervision may be provided for those seeking Board Certified Behavior Analyst (BCBA) hours
- Unique company culture focused on changing lives through client-focused therapy
- Company volunteer opportunities to give back to the communities we serve
- Referral bonus program for all employees
- Behavior Technicians are employees and not independent contractors

### **Job Summary**

- Behavior Technicians at New England ABA work directly with our clients in home and community-based settings.
- Behavior Technicians apply an individualized treatment plan written and supervised by a Board Certified Behavior Analyst (BCBA)/Licensed Applied Behavior Analyst in Massachusetts (LABA).
- Behavior Technicians continuously monitor clients' response

to treatment through data collection methods written and supervised by a BCBA/LABA.

- Sessions typically last two hours in duration and take place between 3pm – 8pm in the client's home and relevant community settings.
- Morning and early afternoon hours are less frequently available.
- The position typically offers between 15-20 hours per week.

### **Qualifications**

- Applicant experience must have a high school diploma and a minimum of one year of experience working with children or adolescents.
- OR a bachelor's degree with 6 months experience working with children or adolescents.

### **Other Requirements**

- Must be able to provide a current driver's license and proof of car insurance.
- Must be available to work weekday shifts between 3pm – 8pm.
- Weekend appointments will be available to interested applicants, depending on availability.
- Employment is subject to a criminal background check.
- Must be 18 years or older.
- Bilingual is a plus.

New England ABA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

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

### **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

### **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

---

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

---

## **NOW HIRING: Blount Fine Foods to host Job Fair, Sept. 18**

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 Curren 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 Curren Rd,

Fall River, Massachusetts 02720

**Facebook**

**Event**

**Page:**

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



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

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

---

---

**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.



---

## The South Coast Hot Jobs List – Sept. 02, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 02, 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 – Riley Brothers**

## **RILEY BROTHERS is hosting a CAREER DAY in NEW BEDFORD!**

Come down this Wednesday 9/4/19 (10AM-4PM) to APPLY & INTERVIEW ON THE SAME DAY!

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

These are full time jobs with excellent benefits and room for advancement!

**BRING your DRIVERS LICENSE & A GOOD ATTITUDE. Apply in person!**

If you can't attend the event you can apply online:  
<https://www.rileybrothers.net/careers>

-RILEY BROTHERS

-479 MT. Pleasant St, New Bedford MA

<https://www.facebook.com/events/427070697905303/>

## **Waitress/Cashier – Horta's Restaurant**

*Part-time*

Looking for an experienced, reliable waitress to work Tuesdays 11am-6pm, Wednesdays 11am-7pm and Thursdays 11am-7:30/8pm. Must be atleast 18 years of age and able to work these hours, text or call 774-704-2696 thanks.

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

## **Cashier – Speedee Oil Change & Auto Service (Dartmouth)**

The cashier is responsible for establishing and maintaining good customer relations and to accurately complete paperwork required to track and service customers. Performs other duties not directly stated below, as instructed by either the Manager or Assistant Manager.

## **EMPLOYMENT QUALIFICATIONS**

- Commitment to excellence at all levels of service.
- Retail experience, automotive experience helpful.
- Good communication skills, cheerful and friendly.
- Enthusiastic attitude and good work ethic.
- Basic computer and office management skills.
- Clean and neat appearance, good telephone voice.

## **PRINCIPLE RESPONSIBILITIES & DUTIES**

- Works to maintain a team effort of quality customer service.
- Greets the customer.
- Explains the Speedee Franchise Organization preventative maintenance services and pricing structure in order to achieve high customer satisfaction and increased sales.
- Bills out the customer.
- Obtains any technical information from manager or tune-up technicians in response to questions from customers.
- Presents all promotional materials to customers.
- Maintains marketing programs as directed by manager.
- Maintains spotless customer service/office area.
- Maintains customer restroom.
- Answers telephone in an approved manner.
- Greets and writes up work orders for customers when business trends dictate the need.
- Conforms to the standards and procedures prescribed by the Speedee Franchise Organization Daily Operations Manual and other manuals.
- Maintains appointment scheduler.

## **Technical**

- Attends all training sessions provided, applicable to his/her career and position requirements.
- Completes and maintains work orders in a systematic way.
- Maintains operations of office computer system and daily cash receipts.

## **PERFORMANCE STANDARDS**

- Cleanliness of customer/office/lobby area.
- Minimum over and shorts.

- Handling of customers.
- Seeks training over and above job requirements.
- Attends all scheduled store meetings.

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

## **Lead Teacher – P.A.C.E. Head Start**

### **LEAD TEACHER**

**SALARY:** \$16.02 – \$21.93 per hour, 40 hrs. per week, 52 weeks per year.

- Must be EEC Lead Teacher qualified with an Associates/Bachelor's degree or enrolled in a program leading to a Bachelor's degree or higher.
- Candidates will be supervised under the direction of the Education Office, and will have responsibility for planning and managing the daily activities of the classroom as well as creating a positive social/emotional environment in accordance with the Pyramid Model.
- Communication with families, home visits, leading parent-teacher conferences, entering observations in TSG and data into Child Plus are also essential components of this position.
- Valid driver's license required.
- Must be able to pass CORI and DCF background checks.

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

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

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

information to:

*P.A.C.E., Inc.*

*P.O. Box 5-626*

*New Bedford, MA 02742*

*Attn: Director of Human Resources*

**Deadline to apply: 5:00 p.m., Monday, August 19, 2019.**

**PAY: \$51,693 – \$64,622**

This position is responsible for administrative and technical work associated with New Bedford's Office of Housing and Community Development's rehabilitation programs; use of State Building Codes, Section 8 Minimum Housing Standards, zoning bylaws and other regulations; housing inspections, work write-ups, estimates, specification writing, bidding supervision, contractor supervision and final inspections of work related to housing rehabilitation; familiar with Lead Paint regulations; and all other related work as required.

Graduation from an accredited college or university with a Bachelor's degree in construction management, architecture, public finance, or closely related field. Previous experience with Community Development and/or HOME Program Programs is highly desirable. Possession of a valid Massachusetts driver's license and good driving record. 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

**Teacher's Assistant – Associates for Human Services, Inc.  
(Taunton)**

*Part-Time, Approximately 14 hours weekly*

Tuesday – 8:30am-12pm

Wednesday – 8:30am – 12pm

Thursday – 8:30am – 12pm

Friday – 8:30am – 12pm

- Before early child playgroup, set up all materials needed for group during collaboration with staff.
- Work with staff in implementation of activities and objectives for children in each child group and participate in documentation of observation after group. This may include leading the group should senior staff not be present.
- Set up classroom with materials needed by staff (including art and snack supplies). Change diapers during class, as needed.
- Assist in getting snack, and during art and circle supplies
- After group session, replace all materials. Disinfect water table, chairs, table, and any other materials handled by the children. Wash and dry dishes and utensils and return to storage. (All materials should be returned to appropriate place – windowsills should be cleared.) Vacuum floor (wash if needed).
- Set up classroom for the next session.

Associates for Human Services, Inc. (AHS) is a not-for-profit agency founded 44 years ago, to meet a wide range of human services needs in Attleboro, Brockton, Fall River, New Bedford, Norton and the Greater Taunton Area (Taunton, Raynham, Dighton, Rehoboth, Lakeville, Middleboro, Seekonk, Berkley). Support services are provided, through a variety of programs for infants, toddlers, youth, adults, and seniors experiencing developmental disabilities or delays, and families struggling economically.

AHS also helps to bridge businesses and education, empowering youth to succeed, thus strengthening tomorrow's workforce. Mail, email or fax resume and cover letter to, AHS, 68 Allison Avenue, Taunton, MA 02780, (508) 880-2425 fax. All qualified applicants will receive consideration for employment without

regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

**Experience:**

- Infant/toddler: 1 year (Required)

**Education:**

- High school or equivalent (Required)

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

**Wine Consultant – Wines & More (Wareham)**

*Part-time*

Are you looking for a competitive hourly wage and the chance to get paid while widening your wine knowledge?

Wines & More is currently hiring Part-time Wine Consultants. Wine Consultants will work closely with the Wine Manager to execute projects associated with maintaining MA's largest and most extensive wine department. Wine Consultant position is a customer service oriented position with the additional responsibility of inventory maintenance. Candidates must possess a positive attitude towards customer service and harbor a personal interest in wine. Please note it is not necessary for candidates to have extensive pre-existing wine knowledge, however basic knowledge of grapes and wine regions preferred. Sales and service skills, work ethic, and attitude are more important. However, special consideration will be given to those candidates with the strong academic foundation in wine.

**Job Specifications:**

- Recommend and sell wines and other beverages to customers
- Maintain proper inventory quantities on the sales floor
- Assist the Wine Manager with teaching educational wine seminars to the public



- Promote, setup, and administer in store wine tastings
- Maintain the appearance and salability of the wine department.
- Must have outstanding customer service skills and be a team player
- Maintain standards set forward by company
- Possess good communication skills
- Must have availability to work nights, weekends and holidays
- Ability to repetitively lift objects weighing up to 45 lbs
- Adhere to company dress code and main professional appearance at all times
- Positive attitude, self motivated, polite, energetic and is a willing learner

**Experience:**

- Relevant: 3 years (Required)

**Additional Compensation:**

- Store Discounts

**This Company Describes Its Culture as:**

- People-oriented – supportive and fairness-focused
- Team-oriented – cooperative and collaborative

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

**Bulldozer Operator – Company Confidential (New Bedford)**

*Full-Time*

Operates a wide variety of heavy equipment vehicles that perform the spreading and compaction of construction demolition, commercial and residential waste disposed at the post collection facilities.

- Operates heavy equipment such as a bulldozer to excavate landfill site, transport solid waste materials and spread and compact layers of waste in compliance with the company operating safety policies and procedures.

- Conducts routine equipment inspections and preventative maintenance on equipment; maintains accurate records.
- Moves and positions materials and finished components with use of material moving equipment.
- Follow appropriate standard operating procedures as guideline for operating and maintaining vehicle.
- Follows all safety policies and procedures.
- Attends and participates in all scheduled training programs, briefings, and meetings required by New Bedford Waste Services, LLC or Manager.
- Performs other job-related duties as assigned.

**Experience:**

- Relevant: 1 year (Preferred)
- Dozer Operator: 1 year (Preferred)

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

**Dog Daycare Attendant – Jillian’s Pooch Paradise (Raynham)**

*Part-Time*

We are looking for Daycare/Boarding attendants. Applicants must be 18+, experience is not required but is preferred, weekend availability is a must. Please call 774-218-8717 for more details.

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

**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

### **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](#)

### **Warehouse/Retail Inventory Associate -RGIS**

*\$13 an hour – Part-time*

Here at RGIS you count! Businesses make critical decisions based on their inventories and rely on RGIS to ensure that they are done accurately and professionally. As a part of the RGIS Team, you're an important part of the decision making process. By contributing to reliable inventory counts, you help our customers make better decisions to support the needs of their customers!

#### **Your day-to-day:**

- Counting is a very active job – you'll be bending, kneeling and climbing ladders; so you're either on your feet or knees the entire inventory.
- When counting, you can use a finger scanner to scan each item's barcode, which sends the information to a portable device at your waist, or use the device itself as a handheld scanner instead. Be prepared to do repetitive actions.
- Accuracy is everything! You have an eagle eye for detail and pride yourself in making sure everything is correct.
- Efficiency is everything! I know, I know...we just said accuracy is everything but speed and accuracy go hand in hand when you're a Retail Warehouse/Inventory Associate.
- Location, location, location. You will never get bored with going to the same location over and over again. From a grocery or dollar variety retail store around the corner to a warehouse a couple hours away, you'll likely be at a new place just about every time you're scheduled to work.
- Starting on time is critical to a successful inventory so we are looking for reliable people that can get to the inventories on time and as scheduled.
- Safety first! At RGIS it is in our DNA and we are committed

to providing associates safe work environments along the way, at every location, and on the way back.

- We provide you with an RGIS shirt, as well as guidelines on clothing and proper footwear that you're required to wear. Think of it as showing pride for your favorite team.

### **Why RGIS?**

- Opportunities for pay increases after just 5 inventories
- Supervisor and management opportunities
- On-the-job paid training
- Referral bonuses. If you want to earn an extra \$500, refer five people after your hired and after they work ten live events, you get the \$\$\$.
- Employee Assistance Program (EAP)
- Employee-paid health insurance available at group rates
- Discounted prices at movie theaters, theme parks and more

### **What you bring to the Team:**

- At least 18 years of age; no experience needed
- Access to reliable transportation
- Strong work ethic with the ability to focus in a team-oriented and fast-paced environment
- Ability to work flexible schedules with varying hours
- Ability to, with or without reasonable accommodation, frequently squat, kneel, bend, climb ladders and reach, as well as stand for up to 10-12 hours

At RGIS, we value ethics, positive attitude, and safety in workplaces. We are passionate about our people, technology, and process because when you succeed, we succeed. Interested? Apply today!

RGIS is an Equal Opportunity Employer, committed to a diverse and inclusive work environment

#cb

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

## **Bookseller – Barnes & Noble (Dartmouth)**

### *Part-Time*

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

### **Essential Functions**

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

performing other store housekeeping tasks.

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

### **Qualifications**

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

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

### **Front Desk Clerk – Airport Mini Storage, Inc (New Bedford)**

*\$12 an hour – Part-time*

Looking for a part-time front desk clerk who will run the day to day operations of a self storage facility. Job requires providing information about storage rates, leasing storage units as well as collecting daily rent. Must be confident on the phone, good computer and math skills. Job requires some light lifting and must be able to walk the site daily check hallways and sweep out units when needed.

### **Experience:**

- Computer Skills: 5 years (Required)
- Front desk: 1 year (Required)
- Math: 1 year (Required)

### **Language:**

- Spanish (Preferred)
- Communication method(s) used:



**Phone**

- This Job Is Ideal for Someone Who Is:
- Dependable – more reliable than spontaneous
- People-oriented – enjoys interacting with people and working on group projects

**This Company Describes Its Culture as:**

- Detail-oriented – quality and precision-focused

**This Job Is:**

- Open to applicants who do not have a high school diploma/GED
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

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

**Dog Walker/Pet Sitter – Harmonious Hounds (New Bedford)**

Harmonious Hounds is hiring! We are an established and well-loved dog training, pet sitting, and dog walking company, and are seeking exceptional caregivers to add to our great staff.

**Days & Hours:**

- As-needed, M-F early mornings and late nights (7-9 a.m. & 7-9 p.m.)
- As-Needed Saturdays and Sundays (anytime from 7 a.m.-9 p.m.)

There is also potential for this hire to serve as back-up relief for daily dog walkers, if the applicant's schedule allows for daytime availability.

Visits are for drop-in care at each client's home and range anywhere from 10 to 45 minutes of service, booked 2-4 times per day. Occasional overnights will also be available for staff that successfully complete their probationary period.

Competitive compensation per visit. Service Area includes: New Bedford, Westport, Dartmouth, Mattapoisett, Rochester, Marion, Fairhaven, Acushnet, Berkley

Please note: This is a very part-time job to start (1-10 visits per week). More visits available as business increases.

**Requirements:**

- You are 21+
- You live in or near our service area (10 mile radius of New Bedford)
- You have a reliable car, a valid drivers license, and a clean driving record.
- You have a smart phone with internet access, GPS, email, and text & check messages daily.
- You are comfortable driving and working in inclement weather.
- You can lift and carry fifty (50) pounds
- You LOVE animals.
- You feel comfortable walking both BIG and small dogs, as well as working with a variety of species (cats, horses, chickens, pocket pets).
- You can work with us for at least the next six months. The pets and their owners will want to develop a long-term relationship with you.
- You are available for the days/hours listed above.
- You are comfortable with a widely fluctuating schedule that can include only 1-2 visits per shift and varies from week to week
- You can easily pass a criminal/background check.

Our optimal candidates will be looking for a very part-time job – past hires include college students or those looking for hands-on animal care experience. Preference will be given to those with animal experience, but we are willing to train. We are looking to hire an employee, NOT an independent contractor. Competitors need not apply. Please no, calls regarding the position – initial inquiries will only be accepted via email.

In your cover letter, please include the days/hours you are available and your location.

**Experience:**

- Relevant: 1 year (Preferred)

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

**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

---

**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

## **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.

**Garage Attendant – City of New Bedford**

**PAY: \$13.99hr – \$18.51hr**

Maintains and performs minor repairs of all City vehicles. Road calls for flat tires, dead batteries and lockouts. Pumps gas and diesel fuel into cars, trucks and other municipal vehicles; records fuel and other parts and supplies used, picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, maintains cleanliness of work area.

Must have 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) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Interested in applying? See full details and how to apply

here.

## **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*

---

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

---

# **Riley Brothers is hosting a career day / hiring event in New Bedford on Sept. 4th**

**RILEY BROTHERS is hosting a CAREER DAY in NEW BEDFORD!**

Come down this Wednesday 9/4/19 (10AM-4PM) to APPLY & INTERVIEW ON THE SAME DAY!

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

These are full time jobs with excellent benefits and room for advancement!

**BRING your DRIVERS LICENSE & A GOOD ATTITUDE. Apply in person!**

If you can't attend the event you can apply online:  
<https://www.rileybrothers.net/careers>



-RILEY BROTHERS

-479 MT. Pleasant St, New Bedford MA

<https://www.facebook.com/events/427070697905303/>

---

# **HELP WANTED: City of New Bedford's Community Development office is hiring for a Rehabilitation Specialist**

**PAY: \$51,693 – \$64,622**

This position is responsible for administrative and technical work associated with New Bedford's Office of Housing and Community Development's rehabilitation programs; use of State Building Codes, Section 8 Minimum Housing Standards, zoning bylaws and other regulations; housing inspections, work write-ups, estimates, specification writing, bidding supervision, contractor supervision and final inspections of work related to housing rehabilitation; familiar with Lead Paint regulations; and all other related work as required.

Graduation from an accredited college or university with a Bachelor's degree in construction management, architecture, public finance, or closely related field. Previous experience with Community Development and/or HOME Program Programs is highly desirable. Possession of a valid Massachusetts driver's license and good driving record. 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

---

## **HELP WANTED: City of New Bedford is hiring for a Director of Human Resources**

**PAY: \$96,271 – \$120,347**

Responsible for all personnel functions of the City including employment, regulatory compliance, policy enforcement, recruitment, classification, compensation, grievances, benefits, training and performance management. Counsels, works, and advises Department Heads and various staff and employees on personnel transactions and all aspects of the personnel program; mediates problems between employees, works to improve communication within and between the Departments; answers questions from Department Heads and supervisors concerning personnel policies and procedures. Represents management at grievances, hearings, and investigations and participates with labor counsel in negotiations with duly certified bargaining agents and units of municipal employees. Develops health, wellness, and safety programs; oversees the administration of employee benefit programs and the monitoring of the payroll deductions for all benefits; makes recommendations to Mayor on health, safety, and benefit programs to promote economy and efficiency; enforces rules applicable to benefit programs. Prepares and oversees the preparation of the personnel services of the annual budget

including Departmental, Employee Consulting, Employee Recognition, Employee Assistance Program, Unemployment and Health insurance budgets.

Bachelor's Degree in human resources, public administration, business management or a closely related field; Master's degree or Professional Certification as a Human Resources professional (SPHR) preferred. At least five years' experience in personnel administration, human resources, or a related subject, including at least three years in an administrative or supervisory capacity 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

---

## **The South Coast Hot Jobs List – Aug. 25, 2019**

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of August 25, 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 – Monroe Staffing**

On August 28th from 12pm to 4pm. the Monroe Staffing agency will be having an official Grand Opening event and hosting a job fair! If you or someone you know is looking for work,

Monroe Staffing can help. Their new offices are located at 1575 N. Main Street.

**Currently they are hiring for the following positions:**

Wood Assembly Paying \$700. – \$800 a week after working OT.

Seafood Processors \$12 – \$15.00 an hour.

Machine operators \$13 – \$16.00 an hour

Warehouse workers \$12 – \$16.00 an hour

Immediate openings, **you can be hired on the spot and you don't need to wait until the job fair to apply.** Stop in this week to say hello or stop by anytime Monday through Friday to apply for a job.



<https://www.facebook.com/events/522561825148259/>

**Monroe Staffing**

1575 N. Main Street

Fall River MA

508-324-3030

## **Warehouse/Retail Inventory Associate -RGIS**

*\$13 an hour – Part-time*

Here at RGIS you count! Businesses make critical decisions based on their inventories and rely on RGIS to ensure that they are done accurately and professionally. As a part of the RGIS Team, you're an important part of the decision making process. By contributing to reliable inventory counts, you help our customers make better decisions to support the needs of their customers!

### **Your day-to-day:**

- Counting is a very active job – you'll be bending, kneeling and climbing ladders; so you're either on your feet or knees the entire inventory.
- When counting, you can use a finger scanner to scan each item's barcode, which sends the information to a portable device at your waist, or use the device itself as a handheld scanner instead. Be prepared to do repetitive actions.
- Accuracy is everything! You have an eagle eye for detail and pride yourself in making sure everything is correct.
- Efficiency is everything! I know, I know...we just said accuracy is everything but speed and accuracy go hand in hand when you're a Retail Warehouse/Inventory Associate.
- Location, location, location. You will never get bored with going to the same location over and over again. From a grocery or dollar variety retail store around the corner to a warehouse a couple hours away, you'll likely be at a new place just about every time you're scheduled to work.
- Starting on time is critical to a successful inventory so we are looking for reliable people that can get to the inventories on time and as scheduled.
- Safety first! At RGIS it is in our DNA and we are committed to providing associates safe work environments along the way, at every location, and on the way back.
- We provide you with an RGIS shirt, as well as guidelines on clothing and proper footwear that you're required to wear.

Think of it as showing pride for your favorite team.

### **Why RGIS?**

- Opportunities for pay increases after just 5 inventories
- Supervisor and management opportunities
- On-the-job paid training
- Referral bonuses. If you want to earn an extra \$500, refer five people after your hired and after they work ten live events, you get the \$\$\$.
- Employee Assistance Program (EAP)
- Employee-paid health insurance available at group rates
- Discounted prices at movie theaters, theme parks and more

### **What you bring to the Team:**

- At least 18 years of age; no experience needed
- Access to reliable transportation
- Strong work ethic with the ability to focus in a team-oriented and fast-paced environment
- Ability to work flexible schedules with varying hours
- Ability to, with or without reasonable accommodation, frequently squat, kneel, bend, climb ladders and reach, as well as stand for up to 10-12 hours

At RGIS, we value ethics, positive attitude, and safety in workplaces. We are passionate about our people, technology, and process because when you succeed, we succeed. Interested? Apply today!

RGIS is an Equal Opportunity Employer, committed to a diverse and inclusive work environment

#cb

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

**Lead Teacher – P.A.C.E. Head Start**

**LEAD TEACHER**

**SALARY:** \$16.02 – \$21.93 per hour, 40 hrs. per week, 52 weeks per year.

- Must be EEC Lead Teacher qualified with an Associates/Bachelor's degree or enrolled in a program leading to a Bachelor's degree or higher.
- Candidates will be supervised under the direction of the Education Office, and will have responsibility for planning and managing the daily activities of the classroom as well as creating a positive social/emotional environment in accordance with the Pyramid Model.
- Communication with families, home visits, leading parent-teacher conferences, entering observations in TSG and data into Child Plus are also essential components of this position.
- Valid driver's license required.
- Must be able to pass CORI and DCF background checks.

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

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

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

*P.A.C.E., Inc.*

*P.O. Box 5-626*

*New Bedford, MA 02742*

*Attn: Director of Human Resources*

**Deadline to apply: 5:00 p.m., Monday, August 19, 2019.**

**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*

## **Bookseller – Barnes & Noble (Dartmouth)**

### *Part-Time*

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

### **Essential Functions**

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

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

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

### **Qualifications**

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

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

### **Receptionist – Anodyne Corporation**

*Part-time*

Very fast-paced chiropractic office. Looking for candidates that are flexible with hours!

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Answering screening and forwarding incoming phone calls
- Receiving and sorting daily mail
- Scheduling appointments for new and existing patients
- Process payments from patients
- Call and ask for Victoria today!

617-471-7200 x216

## **Anodyne EOE**

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

### **Bulldozer Operator – Company Confidential (New Bedford)**

*Full-Time*

Operates a wide variety of heavy equipment vehicles that perform the spreading and compaction of construction demolition, commercial and residential waste disposed at the post collection facilities.

- Operates heavy equipment such as a bulldozer to excavate landfill site, transport solid waste materials and spread and compact layers of waste in compliance with the company operationsafety policies and procedures.
- Conducts routine equipment inspections and preventative maintenance on equipment; maintains accurate records.
- Moves and positions materials and finished components with use of material moving equipment.
- Follow appropriate standard operating procedures as guideline for operating and maintaining vehicle.
- Follows all safety policies and procedures.
- Attends and participates in all scheduled training programs, briefings, and meetings required by New Bedford Waste Services, LLC or Manager.
- Performs other job-related duties as assigned.

#### **Experience:**

- Relevant: 1 year (Preferred)
- Dozer Operator: 1 year (Preferred)

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

### **Brand Ambassador (Sales Associate) – American Eagle Outfitters**

*Part-Time*

The Brand Ambassador is responsible for generating sales by providing the customer with an exceptional shopping experience. Brand Ambassadors truly act as the face and voice of our Company, build brand recognition, and successfully promote our product through the engagement of customers in meaningful ways to increase our Company's brand awareness and to generate sales. The Brand Ambassador is expected to role model AEO values and AEO Customer First behaviors in all actions and interactions in order to create a positive Customer First experience.

### **RESPONSIBILITIES:**

- Consistently demonstrate the AEO Customer First selling standards in order to deliver a positive customer experience and achieve daily sales goals.
- Drive AE brand loyalty through being knowledgeable about all AEO loyalty programs and consistently informing customers of each program.
- Leverage company tools and technology to confidently provide the customer with product knowledge which will enhance customer engagement and maximize sales.
- Consistently provide support to fellow employees through sharing of knowledge, helping to complete tasks and/or assisting in customer interactions.
- Outfit the customer by suggesting key looks and incorporating latest trends and current promotions based on the customer's individual style.
- Promote awareness and growth of the AEO and aerie brands by introducing customers to additional brand channels.
- Perform register sales transactions quickly and accurately in accordance with established cash control procedures and customer service guidelines.
- Ensure return merchandise is restocked to the correct product location on the sales floor; all damaged and defective merchandise is properly labeled and placed in appropriate area at the end of each shift.
- Maintain company brand standards of neat, clean and

organized sales floor, cash wrap, fitting room and stockroom to ensure the store environment is safe and presentable for employees and customers.

- Execute efficient and effective handling of all merchandise from shipment processing, floorsets, markdown optimization and replenishment systems while maintaining backroom Standard Operating Procedures (SOP).
- Proactively resolve customer concerns in a manner consistent with company policy, and with customer satisfaction in mind; partner with store leadership team on elevated customer issues.
- Understand and adhere to all company policy and procedures.

#### **QUALIFICATIONS:**

- Previous retail experience preferred.
- Strong verbal and written communication skills specifically with customers, sales leadership team and associates.
- Demonstrated collaborative skills and ability to work well within a team.
- Ability to receive feedback and take action when appropriate.
- Able to stand and move about for extended periods of time with only short rest breaks; reach, bend, stoop, etc. to handle products.
- Available to work a flexible schedule to include evenings, weekends and holidays.
- Ability to handle multiple tasks while working in a fast-paced and deadline-oriented environment.
- Ability to perform all Essential Job Functions.
- Proficient with technology.

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

**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

### **Overnight Custodian – Planet Fitness (Fairhaven)**

As an Overnight Custodian, you will be responsible for creating a positive member experience by ensuring they return to a sparkling clean environment.

At Planet Fitness, our members come first and everything we do is geared towards providing them the best experience possible.

**You will be responsible for:**

- Thoroughly clean and sanitize restrooms, locker room areas, fitness equipment and gym floor.
- Stock locker rooms with proper supplies/paper products.
- Report any broken or missing amenities or equipment (Toilets, faucets, showers, hair dryers, gym equipment etc.) to the Club Manager.
- Follow “Lost and Found Policy” and turn in lost member property to the Club Manager/Assistant Club Manager immediately

**We want you to join our team if:**

- Are at least 18 years or older
- You have an upbeat and positive attitude!
- Are punctual and are reliable.
- Have good communication skills.
- Can flex more than just your muscle. Must be open to a curve ball every once in a while, and must be flexible in responsibilities.
- You are willing and able to work extra hours as required
- Can interact in a positive and professional way with members and co-workers. Enjoy exceeding the member’s expectations and only use appropriate behavior and language of course when dealing with any issues at the club.

**Want more reasons?**

- Consistent work schedule
- On the job training and skill development
- Performance based pay increases
- Medical insurance, if hourly requirements are met
- Free Black Card Membership!
- Company sponsored social events

**Physical Demands:**

- Continual standing and walking during shift, so wear comfortable shoes.
- Continual talking in person or on the phone during shift.
- Must be able to lift up to 50 lbs.

- Will occasionally encounter toxic chemicals during shift like disinfectant products.

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

## **Spa Receptionist – La’i Spa (Dartmouth)**

### **Overview**

*Part-time*

### **Job Description**

La’i Spa is the fastest growing medical aesthetics spa on the South Coast. Our clients come to us for our non-invasive walk-in walk-out services such as botox, lip fillers, laser genesis, laser hair removal, and massage. They come back over and over again because of our incredible service and the amazing results that they get. Because of this we are growing and looking to add the right team member who will grow along with the spa.

We are looking for someone personable and creative, who has experience with social media. This should be an individual who has a passion for providing clients excellent experiences that can also work independently. Enthusiasm, reliability, ability to work in a team, and passion are on par if not more important than experience (but we’re looking for both!).

### **Questions we are considering:**

- What kind of customer facing experience do you have?
- What are you passionate about?
- What kind of social media experience do you have?
- Are you consistent? How can you show rather than tell that?
- How well do you work as part of team?
- How well do you work independently?
- Do you have experience working in a spa or aesthetics environment?
- Does the idea of growing with a company excite or scare you? Why?



- We are looking to fill this position quickly. If your application is selected our Director of Operations will reach out to you to do an initial phone screen (expect a phone call from a 508 number). If you pass you will be invited for an in person interview shortly there after.

**Experience:**

- Customer Facing: 1 year (Required)

**Education:**

- High school or equivalent (Required)

**Language:**

- English (Required)

**Additional Compensation:**

- Bonuses
- Store Discounts
- Tips

**Administrative Duties:**

- Scheduling
- Sorting and sending mail
- Answering and routing phone calls
- Managing social media
- Greeting visitors

**This Job Is Ideal for Someone Who Is:**

- People-oriented – enjoys interacting with people and working on group projects
- Autonomous/Independent – enjoys working with little direction

**This Company Describes Its Culture as:**

- People-oriented – supportive and fairness-focused
- Team-oriented – cooperative and collaborative
- Detail-oriented – quality and precision-focused

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

## **Cashier/Front of Store Attendant – Target (Dartmouth)**

As part of our collaborative and guest-obsessed team, you help us create an experience that makes guests say “I love Target!” When you work at Target, you’re helping every family discover the joy in everyday life. You’re working alongside a dedicated team that brings their passion and pride to all that they do.

### **ALL ABOUT SERVICE & ENGAGEMENT**

Advocates of guest experience who welcome, thank, and exceed guest service expectations by focusing on guest interaction and recovery. Advocates of both physical and digital services and solutions who are knowledgeable about capabilities and features that drive adoption, usage and ultimately guest loyalty. Empowered to make shopping effortless and seamless for guests at the checklanes, guest services, gift registry, pick-up and drive up.

At Target, we believe in our team members having meaningful experiences that help them build and develop skills for a career.

### **The role of a Guest Advocate can provide you with the:**

- Ability to communicate and interact with guests to build an inclusive guest experience
- Ability to blend problem-solving and decision making to positively impact the guest experience and resolve guest concerns
- Ability to adapt to different guest interactions and situations
- Experience promoting and selling various benefits, offerings and services

**As a Guest Advocate, no two days are ever the same, but a typical day will most likely include the following responsibilities:**

- Create a welcoming experience by authentically greeting, every guest every time.

- Make a connection with guests by engaging in friendly and genuine conversation throughout each transaction; asking open ended questions about the guest's shopping experience and using those questions to assess, understand, and determine how to tailor your approach.
- Welcome guests into self-checkout and provide assistance as needed.
- Scan and bag all guest items efficiently, neatly, and in compliance with food safety standards and company best practices.
- Work efficiently to minimize guest wait time while maintaining guest service and accuracy.
- Make the guest aware of current and upcoming brand launches, store activities, and events.
- Speak to the benefits of the REDcard with every guest and assist them through the application process.
- Understand and show guests how to use Wallet and the other features and offerings within the Target App.
- Be familiar with all fulfillment services, and know how to direct the guest to enroll, activate, and use them.
- Attempt every return and follow register prompts, be empowered to make it right for the guest while following Targets policies and procedures.
- Make it right for the guest by de-escalating any negative situations and recover the guest shopping experience while following Target's policies and procedures.
- Deliver easy and seamless service to all Order Pick Up, Drive Up, Registry, and Photo guests.
- Maintain a clean, clutter free work area (including gathering abandoned items, baskets, and hangers)
- Stock supplies during store open hours while being available for the guest.
- Say thank you after every guest interaction and be sure every guest leaves satisfied with their shopping experience.
- Demonstrate a culture of ethical conduct, safety, and compliance.
- All other duties based on business needs.

## **WHAT WE ARE LOOKING FOR:**

- Working in a fun and energetic environment makes you excited.... We work efficiently and as a team to deliver for our guests
- Providing service to our guests that makes them say I LOVE TARGET! excites you.... That's why we love working at Target
- You enjoy interacting with people all day and making things easy for others.... Interacting with guests, solving concerns and making the guests day better is core of what we do
- You aren't looking for Monday thru Friday job where you are at a computer all day... We are busy all day (especially on the weekends), making it easy for the guest to feel welcomed, inspired and rewarded
- The good news is that we have some amazing training that will help teach you everything you need to know to be a Guest Advocate.

## **But there are a few skills you should have from the get-go:**

- Communicating effectively, including using positive language and attentive to guests needs
- Welcoming and helpful attitude toward guests and other team members
- Attention to detail while multi-tasking
- Willing to educate guests and sell products and services
- Learn and adapt to evolving technology needs
- Work both independently and with a team

## **We are an awesome place to work and care about our teams, so we want to make sure we are clear on a few more basics that we expect:**

- Accurately handle cash register operations and cash transactions
- Scan, handle and move merchandise efficiently and safely, including frequently lifting or moving merchandise up to 15 pounds and occasionally lifting or moving merchandise up to 40 pounds
- Flexible work schedule (e.g., nights, weekends and holidays)

and regular attendance necessary

**Roles Include:**

- Guest Advocate (Cashier)
- Front of Store Attendant (Cart Attendant)

**Americans with Disabilities Act (ADA)**

Target will provide reasonable accommodations (such as a qualified sign language interpreter or other personal assistance) with the application process upon your request as required to comply with applicable laws. If you have a disability and require assistance in this application process, please visit your nearest Target store or Distribution Center or reach out to Guest Services at 1-800-440-0680 for additional information.

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

**Front Desk Clerk – Airport Mini Storage, Inc (New Bedford)**

*\$12 an hour – Part-time*

Looking for a part-time front desk clerk who will run the day to day operations of a self storage facility. Job requires providing information about storage rates, leasing storage units as well as collecting daily rent. Must be confident on the phone, good computer and math skills. Job requires some light lifting and must be able to walk the site daily check hallways and sweep out units when needed.

**Experience:**

- Computer Skills: 5 years (Required)
- Front desk: 1 year (Required)
- Math: 1 year (Required)

**Language:**

- Spanish (Preferred)
- Communication method(s) used:

**Phone**

- This Job Is Ideal for Someone Who Is:
- Dependable – more reliable than spontaneous
- People-oriented – enjoys interacting with people and working on group projects

**This Company Describes Its Culture as:**

- Detail-oriented – quality and precision-focused

**This Job Is:**

- Open to applicants who do not have a high school diploma/GED
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

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

**Dog Walker/Pet Sitter – Harmonious Hounds (New Bedford)**

Harmonious Hounds is hiring! We are an established and well-loved dog training, pet sitting, and dog walking company, and are seeking exceptional caregivers to add to our great staff.

**Days & Hours:**

- As-needed, M-F early mornings and late nights (7-9 a.m. & 7-9 p.m.)
- As-Needed Saturdays and Sundays (anytime from 7 a.m.-9 p.m.)

There is also potential for this hire to serve as back-up relief for daily dog walkers, if the applicant's schedule allows for daytime availability.

Visits are for drop-in care at each client's home and range anywhere from 10 to 45 minutes of service, booked 2-4 times per day. Occasional overnights will also be available for staff that successfully complete their probationary period.

Competitive compensation per visit. Service Area includes: New Bedford, Westport, Dartmouth, Mattapoisett, Rochester, Marion, Fairhaven, Acushnet, Berkley

Please note: This is a very part-time job to start (1-10 visits per week). More visits available as business increases.

**Requirements:**

- You are 21+
- You live in or near our service area (10 mile radius of New Bedford)
- You have a reliable car, a valid drivers license, and a clean driving record.
- You have a smart phone with internet access, GPS, email, and text & check messages daily.
- You are comfortable driving and working in inclement weather.
- You can lift and carry fifty (50) pounds
- You LOVE animals.
- You feel comfortable walking both BIG and small dogs, as well as working with a variety of species (cats, horses, chickens, pocket pets).
- You can work with us for at least the next six months. The pets and their owners will want to develop a long-term relationship with you.
- You are available for the days/hours listed above.
- You are comfortable with a widely fluctuating schedule that can include only 1-2 visits per shift and varies from week to week
- You can easily pass a criminal/background check.

Our optimal candidates will be looking for a very part-time job – past hires include college students or those looking for hands-on animal care experience. Preference will be given to those with animal experience, but we are willing to train. We are looking to hire an employee, NOT an independent contractor. Competitors need not apply. Please no, calls regarding the position – initial inquiries will only be accepted via email.

In your cover letter, please include the days/hours you are available and your location.

**Experience:**

- Relevant: 1 year (Preferred)

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

**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

---

**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

## **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.

**Garage Attendant – City of New Bedford**

**PAY: \$13.99hr – \$18.51hr**

Maintains and performs minor repairs of all City vehicles. Road calls for flat tires, dead batteries and lockouts. Pumps gas and diesel fuel into cars, trucks and other municipal vehicles; records fuel and other parts and supplies used, picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, maintains cleanliness of work area.

Must have 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) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Interested in applying? See full details and how to apply

here.

---

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

---

## **HELP WANTED: City of New Bedford is hiring a Data Entry Clerk for the Assessors Office**

**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

---

## **HELP WANTED: City of New Bedford Fire Department is seeking to fill a Sr. Clerk Typist position**

**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*

---

# The South Coast Hot Jobs List

# – Aug. 18, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of August 18, 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 – Monroe Staffing**

On August 28th from 12pm to 4pm. the Monroe Staffing agency will be having an official Grand Opening event and hosting a job fair! If you or someone you know is looking for work, Monroe Staffing can help. Their new offices are located at 1575 N. Main Street.

### **Currently they are hiring for the following positions:**

Wood Assembly Paying \$700. – \$800 a week after working OT.

Seafood Processors \$12 – \$15.00 an hour.

Machine operators \$13 – \$16.00 an hour

Warehouse workers \$12 – \$16.00 an hour

Immediate openings, **you can be hired on the spot and you don't need to wait until the job fair to apply.** Stop in this week to say hello or stop by anytime Monday through Friday to apply for a job.



<https://www.facebook.com/events/522561825148259/>

Monroe Staffing  
1575 N. Main Street  
Fall River MA  
508-324-3030

### **Dog Walker/Pet Sitter – Harmonious Hounds (New Bedford)**

Harmonious Hounds is hiring! We are an established and well-loved dog training, pet sitting, and dog walking company, and are seeking exceptional caregivers to add to our great staff.

#### **Days & Hours:**

- As-needed, M-F early mornings and late nights (7-9 a.m. & 7-9 p.m.)
- As-Needed Saturdays and Sundays (anytime from 7 a.m.-9 p.m.)

There is also potential for this hire to serve as back-up



relief for daily dog walkers, if the applicant's schedule allows for daytime availability.

Visits are for drop-in care at each client's home and range anywhere from 10 to 45 minutes of service, booked 2-4 times per day. Occasional overnights will also be available for staff that successfully complete their probationary period.

Competitive compensation per visit. Service Area includes: New Bedford, Westport, Dartmouth, Mattapoisett, Rochester, Marion, Fairhaven, Acushnet, Berkley

Please note: This is a very part-time job to start (1-10 visits per week). More visits available as business increases.

**Requirements:**

- You are 21+
- You live in or near our service area (10 mile radius of New Bedford)
- You have a reliable car, a valid drivers license, and a clean driving record.
- You have a smart phone with internet access, GPS, email, and text & check messages daily.
- You are comfortable driving and working in inclement weather.
- You can lift and carry fifty (50) pounds
- You LOVE animals.
- You feel comfortable walking both BIG and small dogs, as well as working with a variety of species (cats, horses, chickens, pocket pets).
- You can work with us for at least the next six months. The pets and their owners will want to develop a long-term relationship with you.
- You are available for the days/hours listed above.
- You are comfortable with a widely fluctuating schedule that can include only 1-2 visits per shift and varies from week to week
- You can easily pass a criminal/background check.

Our optimal candidates will be looking for a very part-time job – past hires include college students or those looking for hands-on animal care experience. Preference will be given to those with animal experience, but we are willing to train. We are looking to hire an employee, NOT an independent contractor. Competitors need not apply. Please no, calls regarding the position – initial inquiries will only be accepted via email.

In your cover letter, please include the days/hours you are available and your location.

**Experience:**

- Relevant: 1 year (Preferred)

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

**Lead Teacher – P.A.C.E. Head Start**

**LEAD TEACHER**

**SALARY:** \$16.02 – \$21.93 per hour, 40 hrs. per week, 52 weeks per year.

- Must be EEC Lead Teacher qualified with an Associates/Bachelor's degree or enrolled in a program leading to a Bachelor's degree or higher.
- Candidates will be supervised under the direction of the Education Office, and will have responsibility for planning and managing the daily activities of the classroom as well as creating a positive social/emotional environment in accordance with the Pyramid Model.
- Communication with families, home visits, leading parent-teacher conferences, entering observations in TSG and data into Child Plus are also essential components of this position.
- Valid driver's license required.

- Must be able to pass CORI and DCF background checks.

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

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

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

*P.A.C.E., Inc.*

*P.O. Box 5-626*

*New Bedford, MA 02742*

*Attn: Director of Human Resources*

**Deadline to apply: 5:00 p.m., Monday, August 19, 2019.**

**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

---

#### 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

#### **Innkeeper/ Housekeeping/ Personal Assistant – Delano Homestead Bed and Breakfast (Fairhaven)**

Would you like to run a historic, local Bed & Breakfast? Are you very organized, clean and reliable?

Duties include housekeeping, laundry, shopping, food prep, some cooking, booking guests, greeting guests, maybe some light gardening, etc.

This is a job that requires someone with a fairly flexible schedule. Typically 40 or so hours/ week in winter to 50 or so

in summer. Hours vary a bit depending on the season. Hours also depend on what a candidate can bring. Owner can use help with many things.

- Please be able to take phones and speak English well.
- Occasionally staying over if the owner is away.
- Great opportunity to meet people, be creative, and learn.

Please be physically able as shopping, turning over beds, laundry, putting out breakfast, gardening, errands etc has a physical aspect. Please also know basic computer skills.

Also, as this is a bed and breakfast, working on most weekends is necessary, but we will try to work things so you can have some weekend time free.

- Candidates will preferably live close to New Bedford/Fairhaven.
- Must have reliable transportation.
- Please send work history/ resume, availability, and why you would be good for the job.
- References will be required after an interview
- Simply Hired – 8 days ago – save job – report job – original job

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

### **Janitor Cleaner – Star Building Services, Inc (New Bedford)**

*\$12.50 – \$13.50 an hour – Part-time*

Cleaning company looking for highly motivated and detail-oriented cleaners for a part-time position. Cleaning experience required. Please reach out to Jonathan Garcia at 617-997-1840

Tipo de puesto: Medio tiempo

Salario: \$12.50 a \$13.50 /hora

**Experiencia:**

- Relevant: 1 año (Requisito deseable)
- Cleaning: 1 año (Requisito deseable)
- Janitorial: 2 años (Requisito deseable)

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

**Bulldozer Operator – Company Confidential (New Bedford)***Full-Time*

Operates a wide variety of heavy equipment vehicles that perform the spreading and compaction of construction demolition, commercial and residential waste disposed at the post collection facilities.

- Operates heavy equipment such as a bulldozer to excavate landfill site, transport solid waste materials and spread and compact layers of waste in compliance with the company operations safety policies and procedures.
- Conducts routine equipment inspections and preventative maintenance on equipment; maintains accurate records.
- Moves and positions materials and finished components with use of material moving equipment.
- Follow appropriate standard operating procedures as guideline for operating and maintaining vehicle.
- Follows all safety policies and procedures.
- Attends and participates in all scheduled training programs, briefings, and meetings required by New Bedford Waste Services, LLC or Manager.
- Performs other job-related duties as assigned.

**Experience:**

- Relevant: 1 year (Preferred)
- Dozer Operator: 1 year (Preferred)

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

**Sanitation Manager – Seatrade International**

## *Overnight, Full-Time*

Are you looking for an exciting career opportunity with a progressive team of professionals in a growing company?

Seatrade International is proud to be a leading North American processor and marketer of live & value-added frozen seafood. We are seeking a Sanitation Manager to become the newest member of our Sanitation Team. The position will be based out of our facility located on the waterfront in New Bedford, Massachusetts.

You will be responsible for ensuring that all sanitation standards are met and in compliance with documented processes and procedures established in conjunction with our Food Safety requirements. You will be responsible for 10-12 Sanitation Crew members in a busy seafood processing plant.

As the Sanitation Manager, a typical shift might include the following:

- Training and directing Sanitation crew and ensuring production areas are cleaned to specifications
- Cleaning & Sanitation of seafood processing equipment according to established written procedures
- Maintaining the facility in a clean and sanitary manner; helping to ensure that safe quality products are produced
- Ensure that the facility meets or exceeds sanitation requirements
- Inspection of completed activities performed by the sanitation team prior to hand-off to production
- Completion of daily inspection forms, employee forms and monitoring of chemical usage
- Monitoring chemical concentrations used during sanitation process, and ensuring supplies are re-ordered in a timely manner
- Experience with CIP equipment a plus

**This job might be for you if:**

- You have the ability/inclination to work an overnight shift
- You have directed sanitation crews in the past
- You have the ability to communicate in English and Spanish or Portuguese
- You pay attention to the details. Ensuring a clean facility allows us to provide safe food to others!
- To perform this job successfully, you must be able to stand for long periods of time in a wet and cold environment.
- Offering sustainable seafood such as world class scallops, lobster, and finfish, Seatrade has built a reputation on quality and expertise. With a fully integrated vertical network and state-of-the-art facilities, the company is a seafood leader from wharf to plate.

With over 35 years as a trusted name, the company excels at customer support, education and the resource tools needed for customer training. Seatrade remains one of the world's leading suppliers of North American lobster and scallops.

A long time supporter of industry associations and a proud member of the National Fisheries Institute, Seatrade offers Marine Steward Council (MSC) CoC certified facilities.

Offering a competitive compensation package coupled with comprehensive benefits and 401k plan, this is a chance for you to take your skills to the next level with a global business representing the best of the Northeast's seafood.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, age, sex, sexual orientation, gender identity, disability, veteran, or marital status, genetic information or other protected status, covered by federal, state or local law.

Equal Opportunity/Affirmative Action Employer

**Experience:**

- Relevant: 1 year (Required)



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

### **Overnight Custodian – Planet Fitness (Fairhaven)**

As an Overnight Custodian, you will be responsible for creating a positive member experience by ensuring they return to a sparkling clean environment.

At Planet Fitness, our members come first and everything we do is geared towards providing them the best experience possible.

#### **You will be responsible for:**

- Thoroughly clean and sanitize restrooms, locker room areas, fitness equipment and gym floor.
- Stock locker rooms with proper supplies/paper products.
- Report any broken or missing amenities or equipment (Toilets, faucets, showers, hair dryers, gym equipment etc.) to the Club Manager.
- Follow “Lost and Found Policy” and turn in lost member property to the Club Manager/Assistant Club Manager immediately

#### **We want you to join our team if:**

- Are at least 18 years or older
- You have an upbeat and positive attitude!
- Are punctual and are reliable.
- Have good communication skills.
- Can flex more than just your muscle. Must be open to a curve ball every once in a while, and must be flexible in responsibilities.
- You are willing and able to work extra hours as required
- Can interact in a positive and professional way with members and co-workers. Enjoy exceeding the member’s expectations and only use appropriate behavior and language of course when dealing with any issues at the club.

#### **Want more reasons?**

- Consistent work schedule

- On the job training and skill development
- Performance based pay increases
- Medical insurance, if hourly requirements are met
- Free Black Card Membership!
- Company sponsored social events

**Physical Demands:**

- Continual standing and walking during shift, so wear comfortable shoes.
- Continual talking in person or on the phone during shift.
- Must be able to lift up to 50 lbs.
- Will occasionally encounter toxic chemicals during shift like disinfectant products.

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

**Server – The Black Whale****Overview**

Exciting New Bedford Waterfront Restaurant! As a Server, you will create memorable guest experiences by making great food and beverage recommendations and serving delicious items. You will be a member of a cohesive team that supports each other's success in a fast-paced environment.

**What you will do:**

- Understand our Guest-Obsessed culture and do whatever it takes to create a positive and memorable guest experience.
- Make food and drink recommendations to guests and answer all menu and service-related questions.
- Ensure guest satisfaction by checking in with each table regularly and anticipating guest needs.
- Handle guests' complaints by listening to their concerns, always informing a manager, and resolving issues PLUS ONE to ensure overall guest satisfaction.

**Perks of the Job:**

- Great pay

- Flexible Schedules
- 50% off food
- Health Benefits
- 401K
- Growth Opportunities

A Server is responsible for serving our guests, and our team with unparalleled hospitality to create unforgettable guest and team member experiences every day! If this sounds like you, please apply today

Ability to work in a high-volume, fast-paced work environment.  
\* Ability to listen, understand, and respond to team member and guest requests in a loud environment. \* Skill and coordination at using hands to write, pour and carry several drinks, plates, and bowls at the same time.

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

### **Cashier/Front of Store Attendant – Target (Dartmouth)**

As part of our collaborative and guest-obsessed team, you help us create an experience that makes guests say “I love Target!” When you work at Target, you’re helping every family discover the joy in everyday life. You’re working alongside a dedicated team that brings their passion and pride to all that they do.

#### **ALL ABOUT SERVICE & ENGAGEMENT**

Advocates of guest experience who welcome, thank, and exceed guest service expectations by focusing on guest interaction and recovery. Advocates of both physical and digital services and solutions who are knowledgeable about capabilities and features that drive adoption, usage and ultimately guest loyalty. Empowered to make shopping effortless and seamless for guests at the checklanes, guest services, gift registry, pick-up and drive up.

At Target, we believe in our team members having meaningful

experiences that help them build and develop skills for a career.

**The role of a Guest Advocate can provide you with the:**

- Ability to communicate and interact with guests to build an inclusive guest experience
- Ability to blend problem-solving and decision making to positively impact the guest experience and resolve guest concerns
- Ability to adapt to different guest interactions and situations
- Experience promoting and selling various benefits, offerings and services

**As a Guest Advocate, no two days are ever the same, but a typical day will most likely include the following responsibilities:**

- Create a welcoming experience by authentically greeting, every guest every time.
- Make a connection with guests by engaging in friendly and genuine conversation throughout each transaction; asking open ended questions about the guest's shopping experience and using those questions to assess, understand, and determine how to tailor your approach.
- Welcome guests into self-checkout and provide assistance as needed.
- Scan and bag all guest items efficiently, neatly, and in compliance with food safety standards and company best practices.
- Work efficiently to minimize guest wait time while maintaining guest service and accuracy.
- Make the guest aware of current and upcoming brand launches, store activities, and events.
- Speak to the benefits of the REDcard with every guest and assist them through the application process.
- Understand and show guests how to use Wallet and the other features and offerings within the Target App.

- Be familiar with all fulfillment services, and know how to direct the guest to enroll, activate, and use them.
- Attempt every return and follow register prompts, be empowered to make it right for the guest while following Target's policies and procedures.
- Make it right for the guest by de-escalating any negative situations and recover the guest shopping experience while following Target's policies and procedures.
- Deliver easy and seamless service to all Order Pick Up, Drive Up, Registry, and Photo guests.
- Maintain a clean, clutter free work area (including gathering abandoned items, baskets, and hangers)
- Stock supplies during store open hours while being available for the guest.
- Say thank you after every guest interaction and be sure every guest leaves satisfied with their shopping experience.
- Demonstrate a culture of ethical conduct, safety, and compliance.
- All other duties based on business needs.

#### **WHAT WE ARE LOOKING FOR:**

- Working in a fun and energetic environment makes you excited.... We work efficiently and as a team to deliver for our guests
- Providing service to our guests that makes them say I LOVE TARGET! excites you.... That's why we love working at Target
- You enjoy interacting with people all day and making things easy for others.... Interacting with guests, solving concerns and making the guests day better is core of what we do
- You aren't looking for Monday thru Friday job where you are at a computer all day... We are busy all day (especially on the weekends), making it easy for the guest to feel welcomed, inspired and rewarded
- The good news is that we have some amazing training that will help teach you everything you need to know to be a Guest Advocate.

**But there are a few skills you should have from the get-go:**

- Communicating effectively, including using positive language and attentive to guests needs
- Welcoming and helpful attitude toward guests and other team members
- Attention to detail while multi-tasking
- Willing to educate guests and sell products and services
- Learn and adapt to evolving technology needs
- Work both independently and with a team

**We are an awesome place to work and care about our teams, so we want to make sure we are clear on a few more basics that we expect:**

- Accurately handle cash register operations and cash transactions
- Scan, handle and move merchandise efficiently and safely, including frequently lifting or moving merchandise up to 15 pounds and occasionally lifting or moving merchandise up to 40 pounds
- Flexible work schedule (e.g., nights, weekends and holidays) and regular attendance necessary

**Roles Include:**

- Guest Advocate (Cashier)
- Front of Store Attendant (Cart Attendant)

**Americans with Disabilities Act (ADA)**

Target will provide reasonable accommodations (such as a qualified sign language interpreter or other personal assistance) with the application process upon your request as required to comply with applicable laws. If you have a disability and require assistance in this application process, please visit your nearest Target store or Distribution Center or reach out to Guest Services at 1-800-440-0680 for additional information.

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

## **Client Advocate – City Fresh Foods (New Bedford)**

*\$15.31 an hour – Part-time*

Client Advocates are City Fresh Foods' customer service experts! They work in local schools, serving up our homemade lunches and serve as a liaison for our clients.

**Job duties include, but are not limited to:** heating food to specified temperatures, verifying inventory, maintaining a neat and organized work area, serving lunches at specified times, ordering/replenishing stock items and portioning breakfast items. Client Advocates are the direct point of contact for our clients, and therefore must present professionally at all times!

Want to be our next Client Advocate? The Pay: \$15.31 (we're all about that recommended living wage)

### **The Qualifications:**

- 2 years food service experience (preferred)
- Top-notch attendance records
- A can-do attitude
- Ability to provide High-Quality Customer Service
- Attention to detail and ability to follow-up a written plan

The Schedule: Monday- Friday, 9:00am- 2:00pm (2-4 days per week\*)

\*employees will have a set schedule, but will be expected to make reasonable scheduling adjustments to accommodate the needs of the client and their teammates. This will never include Saturdays, Sundays or nights.

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

## **Assistant Store Manager – 10 Spot/MadRag (New Bedford)**

DO YOU LOVE FASHION? THEN WE WANT YOU ON OUR TEAM!

MadRag, known as the urban leader in the trendy juniors market throughout the New York, New Jersey area, including New England and Pennsylvania is currently searching for a qualified Assistant Store Manager in New Bedford, MA.

This means great opportunities for career-minded individuals to join our Retail team. If you are highly motivated, goal oriented, enthusiastic and friendly; possess great pride in both your abilities and the excellent merchandise you represent, knowing the customer comes first; you may just be the person we are searching for an Assistant Store Manager.

**Primary responsibilities include but are not limited to the following:**

- Employee training and development
- Recruiting
- Building a strong motivated team
- Personnel and customer service relations
- Strategic business planning implementation
- Excellent leadership skills
- Managerial courage
- Strong merchandising skills
- Strong drive for entrepreneurial ship
- P&L responsibility

**The following knowledge, skills and abilities have been identified as those that would enable an individual to be successful in this position.**

- Qualified candidates will possess a strong combination of all or most of the following skills and experience to be competitive in the selection process.
- Approximately 2 plus years experience as a retail Assistant Store Manager or Retail Supervisor Manager assist overseeing multiple employees in a fast paced retail environment
- Successful experience developing and coaching employee performance
- Successful experience in the ability to articulate a vision and strategy



- Successful experience networking and recruiting talented candidates to fill vacant positions
- Successful experience in executing operational objectives related to payroll operational procedures, visual presentations and loss prevention/shrink control
- Successful work performance demonstrating an ability to communicate effectively
- Ability to utilize methods and resources set forth to achieve goals
- Ability to exercise sound judgment
- Display initiative and innovation on the job
- Basic computer knowledge
- Successful ability to increase sales and manage controllable expenses
- Evaluate, prioritize, plan, delegate, administrate and adapt to business needs

### **Benefits**

- Medical Insurance
- Dental Insurance
- Life Insurance
- Disability Insurance
- Personal & Sick Time
- Annual vacation
- Bonus Plan
- 10Spot/MadRag discount

COMPANY OVERVIEW: 10 Spot/MadRag has been bringing the latest fashions to budget-conscious, trendsetting young women for over 30 years. With more than 60 stores, in 10 states, opening 5+ new stores each year, 10 Spot/MadRag is in the process of becoming the “go-to” place to shop for the hottest items in the ever-changing fashion world.

10 Spot/MadRag offers high fashion clothing that caters to value seeking always-on-trend consumers including ever-changing styles for dress or casual wear and women’s shoes that appeal specifically to young women from the ages of 14 –

32 of all sizes!

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

**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

**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.

### **Garage Attendant – City of New Bedford**

**PAY: \$13.99hr – \$18.51hr**

Maintains and performs minor repairs of all City vehicles. Road calls for flat tires, dead batteries and lockouts. Pumps gas and diesel fuel into cars, trucks and other municipal vehicles; records fuel and other parts and supplies used, picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, maintains cleanliness of work area.

Must have 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) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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

### **Systems Analyst – City of New Bedford**

**PAY: \$59,841 – \$74,809**

Supports and maintains all City computer systems. Assists City employee with training and use of equipment and applications. Participates in technical projects such as developing computer

programs for specified applications and modifying/supporting those applications already in existence. Participates in developing training manuals and/or user documentation, as well as conducting training sessions for City computer equipment and application software for employees. Participates in the continued and new development of all computer systems including, but not limited to, the City's Financial Information Management System, Geographical Information System, Real and Personal Property Appraisal System, Office Automation System, all local or wide area networks, the City's World Wide Web site, the City's Intranet, etc.

Bachelor's Degree in computer science or a related discipline. At least two years experience in computer science, computer programming, software, or related work 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.

---

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