

HELP WANTED: City of New Bedford is seeking to fill a Plumbing & Gas Fitting Inspector position

PAY: \$16.70 – \$22.91

Performs a variety of routine and complex technical plumbing and gas inspection work to insure that the Uniform Plumbing and other related codes and standards are met. Enforces plumbing-related codes, including the 248 CMR and International Fuel & Gas Code, and local plumbing codes such as those for fire protection sprinkler systems, fire hydrants, etc. Issues stop-work orders, correction notices and citations.

Performs on-site inspections of plumbing systems. Performs plumbing inspections of all plumbing fixtures examining for vent size, grade and size of pipe, and examines all joints for proper sealing to insure that there are no leaks, etc. Attends pre-construction meetings in order to explain inspection standards and procedures to architects, engineers, owners, contractors and developers.

Graduation from a standard senior high school or GED equivalent. Five (5) years of experience in general construction of plumbing systems or any equivalent combination of education and experience. Thorough knowledge of Uniform Plumbing codes or related general construction codes, and a thorough knowledge of plumbing and fire protection systems. A valid Massachusetts drivers 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. This position

is deemed essential personnel and must report for duty during emergency situations.

For application/complete job description, please visit [HYPERLINK](#)

["http://www.newbedford-ma.gov"](http://www.newbedford-ma.gov) www.newbedford-ma.gov. New Bedford has a residency requirement. EE0

The South Coast Hot Jobs List – February 24, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of February 24, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Job Fair – ENOS Home Oxygen Therapy

Enos Home Oxygen Therapy will be hosting a Job Fair on February 28, 2019 from 1:00pm–3:00pm

As a growing company, Enos is always searching to add talented people to its workforce. If you have a passion for helping home care patients and a drive to provide excellent service, we want you on our team.

Current Positions Available:

- Full-time Customer Service Representatives
- Full -time Non- CDL Drivers
- Part-time Non CDL Drivers
- Full-time Cleaning Technicians

After a 90-day, probationary period we offer the following

benefits for full-time employees:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K Plan
- Paid Time Off
- Drivers & Customer Service Incentive Program

Location:

Enos Home Medical

35 Welby Rd, New Bedford, MA 02745

Pharmacy Technician – Rite Aid

As a Pharmacy Technician, you are a vital part of our wellness store team that is responsible for the day to day operations of the pharmacy and the care and service provided to our customers/patients. . The role of community pharmacies in the health care industry continues to evolve as does the role of the Pharmacy Technician. All duties described in this document are to be performed in keeping with the core values and service attributes consistent with the Rite Aid brand and strategy.

Duties:

- Maintain the cleanliness and organization of the Pharmacy department.
- Assist in inventory and pharmacy management processes including: paperwork, order review, inventory returns, restocking shelves, and physical inventory preparation.
- Complete customer transactions on the cash register.
- Engage with customers in a friendly and efficient manner while collecting customer and prescription information required to process new and refill prescriptions, including

refill authorization from doctor offices.

- Perform computer entry of prescription information including but not limited to: patient search, prescriber search, drug selection, prescription interpretation & entry, insurance billing and basic problem resolution.
- Retrieve the appropriate medication from inventory, create prescription labels, adhere labels to prescription containers and place medication into prescription containers.
- Assist in the administration of Rite Aid programs including: Immunizations, Medication Therapy Management (MTM), Customer Loyalty programs, etc.
- Reconstitute oral liquids where permitted by state law.

Experience/Requirements

- Basic keyboarding/typing skills to efficiently enter information.
- Ability to meet minimum age and other requirements as set forth in state law.
- Ability to work a flexible schedule to meet the needs of the business.
- Pharmacy Technician experience or education required.
- Retail and/or customer service experience preferred.

Education

- High school diploma or general education degree (GED).
- Pharmacy Technician registration or certification where required by state law.

The above information represents a summary of the functions and requirements of this position. Additional details are available on the full job description.

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

St. Vincent's Home – Clinician

Several full-time salaried opportunities are available for Saint Vincent's community-based behavioral health programs and mental health clinic serving children, youth, and families.

Responsibilities:

- Strengths-based assessment and treatment planning
- Clinic, home-and community-based individual and family therapy
- Communication of clients' progress through case review meetings and case record documentation
- On-call clinical support of program

Flexible hours required including one early evening.

Benefits Include

- Health, dental and vision insurance
- 403B with employer match
- Child care reimbursement
- Wellness benefit
- Fully paid short term disability and life insurance

Supervision for licensure and significant professional development and training opportunities available.

Qualifications:

- Clinical master's degree required.
- LMHC or LICSW preferred.
- One to two years related experience with children, adolescents, and transitional age youth required.
- A valid driver's license is required.

We encourage Spanish and Portuguese speaking individuals to apply. We seek culturally competent, strengths-oriented personnel who possess an understanding of our communities served. St. Vincent's is an AA/E0E and a COA Accredited Agency.

Email resume to: jobs@stvincentshome.org

About us:

Saint Vincent's works with children, youth and families to restore relationships and support family permanence. Our staff provides in-home and community-based services, and outpatient behavioral health for children, youth and families. Emphasis is on trauma-informed, family-centered, compassionate care while Working with Children and Families to Preserve Hope.

Established in 1885 by the Sisters of Mercy and the Roman Catholic Diocese of Fall River as an orphanage, Saint Vincent's is now a multi-service, child- and family-serving behavioral health organization accredited by the Council on Accreditation (COA). Our Mission is Giving Children and Families in Need What They Need Most.

Cashier and Customer Service – Dunkin' Donuts (New Bedford & Dartmouth)

\$16-\$19 an hour, Part-time

Job Description

- Solid communication, organizational and interpersonal skills;
- Self-motivated, positive attitude, dependable, strong work ethic;
- Ability to work well under pressure;
- Detail oriented;
- Willingness to be a team player;
- Knowledge of Microsoft Word, Excel, and Adobe Acrobat helpful.

DUTIES include, but are not limited to:

- Assist Project Managers and Field Supervisors in a variety of tasks;
- Support Management team;
- Organizing submittal packages;
- Scanning, downloading, copying blueprints;
- Calculating slip work and change order requests;
- Managing Certificates of Insurance;

- Preparing cost reports;
- Coordinating incoming bid invitations;
- Maintain project files;
- Receptionist duties.

We are willing to train the right candidate. Benefits include health insurance, 401k plan, profit sharing plan, paid time-off.

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

Volunteer/Youth Enrollment & Match Coordinator- Big Brothers, Big Sisters

Are you a “people person” who cares about the healthy development of youth? Are you looking to join a community-focused, performance-driven human service organization? Are you looking for varied, independent work as well as to be part of a fun, dynamic team? Then you are the right fit to join the Program Services team at Big Brothers Big Sisters!

BBBSMB matches under-served youth with adult mentors in lasting one-to-one friendships supported by trained professional staff. The agency is well respected both for its mission and for the quality of its services. Your responsibilities include assessment of potential volunteers, enrolling families and youth, and making quality new “matches.”

Through extensive and detailed interviews with both the families and volunteers, you will work to carefully to match a volunteer with a child with the focus being on changing the child’s life for the better, forever. The positions require flexible daytime, evening, and some weekend hours.

Qualifications include: Bachelor’s Degree and 2-3 years, Associate’s degree and 4 years, or 8 years of relevant work experience of social services, human resources, volunteer

management, or related experience. Background in interviewing or psychology a plus. Familiarity working with both child and adult populations. Assessment, intake, and interview experience. Intermediate level Spanish communication skills preferred. Proficiency in Microsoft Office, including Word, Outlook, and Excel. Must have access to reliable transportation to travel to areas that are not accessible by public transportation and valid driver's license. Criminal background checks are part of hiring process.

Required Skills and Abilities: Intermediate level oral and written Spanish communication and interpersonal skills preferred; familiarity with the SouthCoast region; high-level interviewing skills; excellent judgment and decision-making skills; ability to use time effectively and to focus on details; ability to work independently; performance-driven mind-set; customer service orientation; experience working with people from diverse cultures; ability to juggle tasks and set priorities; ability to effectively collaborate with other staff.

Salary: Competitive salary and benefits package. BBBSMB is an equal opportunity employer.

How to apply:
<https://www.bbbsmb.org/volunteer-youth-enrollment-and-match-coordinator-southcoast/>

Big Brothers Big Sisters of Massachusetts Bay is an innovative, energetic organization that is making a real difference in the lives of more than 3,200 youth annually by providing them with an invested, caring adult mentor. With research and proven outcomes at its core, Big Brothers Big Sisters of Massachusetts Bay is working to defend the potential of children facing adversity and ensure every child has the support from caring adults that they need for healthy development and success in life. The organization's vision is to inspire, engage and transform communities in Massachusetts

Bay by helping youth achieve their full potential, contributing to healthier families, better schools, more confident futures and stronger communities. For more information about this worthwhile cause and its important mission, visit www.massbaybigs.org.



Associate Universal Banker – Webster Bank (Mattapoisett)

POSITION SUMMARY:

The Associate Universal Banker (AUB) is the face of Webster with consumer/banking center based customers. The position is an all-encompassing role which requires the associate to deliver sales solutions, service and transactions to all customers. The Associate Universal Banker creates a positive customer relationship by effectively communicating a clear understanding of the benefits of Webster's products and services. The Associate Universal Banker will engage in sales and service solution activities and contributes directly to the success of the banking center by recognizing and uncovering opportunities. The AUB will be provided with learning and training opportunities to develop and refine their technical skills and sales competencies.

MAJOR DUTIES & RESPONSIBILITIES

- Utilizes sales techniques to uncover customer needs and match to the bank's products and services; sells a full range of consumer and business products/services such as deposit accounts, loans, credit cards, and safe deposit boxes to meet or exceed established sales goals to support overall sales objectives.
- Maintains operational excellence and superior customer service by accurately and efficiently processing routine banking transactions at a banker work station and servicing

customer requests.

- Provides a variety of transactions for customers, including typical consumer transactions i.e., cashes checks and processes checking and savings account withdrawals and balancing duties, etc. while seeking opportunities to develop customer relationships and identify sales opportunities; utilizes basic sales techniques to deepen existing customer/prospect relationships.
- Markets a full range of consumer and small business banking services to existing and potential customers through proactive techniques such as lobby leadership, outbound telemarketing calls, marketing campaigns, or in banking center events.
- Ability to learn Webster's products and services and uses knowledge to identify other cross-sell opportunities and refer existing customers and prospects to Business Banking, Webster Investment Services (WIS), Cash Management, Personal Lending & mortgages and home equity, Private Banking, and/or other Sales Council members.
- Resolve a variety of simple to complex in banking center customer maintenance requests and inquires (i.e. address change, stop payments, research requests, etc.).
- Participates in telemarketing and other banking center calling and marketing initiatives.
- Effectively uses available resources for problem resolution, which may involve analysis of information received from Loan Processing, Deposit Operations, ATM, Reconciliation, Loss Management or Financial Intelligence Unit or other internal Webster departments.
- Maintains compliance with Federal and State regulations as well as adhere to Webster Bank's policies and procedures at all times. Meet/exceed banking center evaluation requirements.
- Provides flexibility of coverage during banking center hours of operation and at other banking centers within the market as needed.
- Other duties as required.

EDUCATION, EXPERIENCE & SKILLS:

- High School Diploma or GED required
- Associate's or Bachelor's degree preferred.
- 1-2 years of customer service, sales, call center and/or cash-handling.
- Prior banking experience preferred; needs-based banking sales experience preferred.
- Basic knowledge of small business, mortgages, and lending services a plus
- Self-motivated with a demonstrated aptitude and desire for sales achievement
- Passion for customer service and helping people.
- Ability, motivation and preference to succeed in a goal-driven environment.
- Superior customer relationship building skills.
- Ability to maintain and balance a cash drawer
- Comfortable making outreach calls to consumer or business customers and/or prospects
- Decision-maker with well-developed interpersonal skills
- Comfortable with technology & i.e. smartphones, ipads, online banking, remote deposit capture, ATM deposits, etc
- Basic understanding of personal finances and concept of budgeting
- Good organizational skills
- Must be available to work a flexible schedule Monday through Saturday
- Ability to function in a team environment
- Excellent verbal and written communication skills
- Strong commitment to personal growth, learning and success.
- Ability to interact with customers, partners, vendors and team members in a professional and personable manner
- Detailed oriented and ability to follow established policies and procedures.

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

Clinical Care Manager – St. Vincent's Home

Two full-time positions are available within our Intensive Group Home Program.

Job Description

These positions will work as part of a team with four other Clinical Care Managers to:

- Provide clinical and care coordination services to youth
- Provide individual and family therapy
- Facilitate psychoeducational groups
- Develop behavior support plans with family and staff
- Provide ARC-based therapeutic support in the milieu
- Chair Individual Treatment Plan meetings
- Participate in after-hours on-call rotation for clinical issues; provide consultation for program staff.

Flexible hours required including one early evening.

Requirements

- MSW/MA in clinical area with 1 to 2 years of direct clinical experience;
- Independent licensure or license eligible required.
- Valid driver's license is required.

Benefits Include

- Health, dental and vision insurance
- 10 holidays
- 4 weeks paid time off with 5 weeks paid time off after one year
- 403B with employer match
- Dependent assistance
- Child care reimbursement
- Wellness benefit
- Fully paid short term disability and life insurance
- Tuition assistance

Supervision for licensure and significant professional development and training opportunities available.

We encourage Spanish and Portuguese speaking individuals to apply. We seek culturally competent, strengths-oriented personnel who possess an understanding of our communities served. St. Vincent's is an AA/EOE and a COA Accredited Agency.

Email resume to: jobs@stvincentshome.org.

—

About us:

Saint Vincent's works with children, youth and families to restore relationships and support family permanence. Our staff provides in-home and community-based services, and outpatient behavioral health for children, youth and families. Emphasis is on trauma-informed, family-centered, compassionate care while Working with Children and Families to Preserve Hope.

Established in 1885 by the Sisters of Mercy and the Roman Catholic Diocese of Fall River as an orphanage, Saint Vincent's is now a multi-service, child- and family-serving behavioral health organization accredited by the Council on Accreditation (COA). Our Mission is Giving Children and Families in Need What They Need Most.

Automotive Technician – Empire Ford

Empire Ford of New Bedford is part of the Empire Auto Group, a family owned and operated dealership, in the Southcoast area. Every employee is considered a part of our family and we are looking to add more members to our growing business.

We are expanding and are looking to hire more full-time Automotive Technicians with a minimum of 2 years experience. Must be able to troubleshoot, diagnose and repair components; communicate with others; willingness and ability to maintain current product technical knowledge, ability to estimate time of service or repair of job for efficient scheduling;

knowledge of parts requirements to complete a job; ability to comply with quality control and inspection requirements; self-starter who is organized and dependable.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent. Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills.

Must be able to perform basic computer skills and will be trained on how to use our internal system. Portuguese and Spanish speaking a plus. Contact us for details on our great benefits package!

Send your resume to: Joe Dio, Parts & Service Director,
jdio@buyempireautogroup.com

□

EMPIRE FORD OF NEW BEDFORD

395 Mt. Pleasant St.
New Bedford, MA 02746
1-800-395-1342

Comcast Equipment Recovery – ACT (American Cable and Telephone)

Full-Time, \$600-\$800 a week

Position Summary:

- Collect Comcast equipment and past due payments from Comcast customers at their residence.

Position Description:

Going to Comcast customer's homes and collecting equipment or payments for their current services. This position is not direct sales or telemarketing, you are simply collecting devices or payments from existing customers that are

delinquent on their accounts and you get paid for every collection that you make.

Commission is based on the amount of devices and payments collected or processed. You will be paid for each device collected or a percentage of the money collected from each customer. The average numbers of devices each customer has is 3.4 which equates to an average collection being \$31.00. Several Shifts available; all include a weekend day (1 minimum/week) and 3 weekdays (3 Minimum/week), to be discussed during interview.

If you would like a chance to make your schedule and generate a significant pay check weekly, please respond and our recruiting team will contact you.

ACT provides you with:

- iPhone with active service.
- App that provides you with account information and GPS routing.
- Comcast magnets for your vehicle.
- Branded Shirt.
- Comcast safety vest.
- Official Comcast ID badge.
- Receipt books.
- All classroom and field training to make you successful!

Requirements:

- Communication skills, to talk with customers.
- Self-motivated.
- Solid work ethic.
- Valid driver's license.
- Reliable personal vehicle.
- Pass drug screen.
- Pass criminal background check
- Compensation: \$600.00 to \$800.00 / week (depending on hours and schedule). Weekly Pay!!! Bonuses (In addition to the • Compensation) can vary between \$25-\$450/ two week period.

License:

- Driver's License (Required)

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

Customer Service Rep – Enos Home Medical**Responsibilities and Duties:**

- Answers incoming phone calls (within a minimum of 3 rings) in a pleasant and professional manner- takes customer orders.
- Maintains open communication with patients/clients and referral sources.
- Responds to patient/client questions and problems.
- Services walk-in customers.
- Assists in preparing driver routes, logs route changes, and driver communication on route sheets as they occur.
- Sets up new patient/client files.
- Verifies private insurance, Medicare, Medicaid coverage.
- Keys direct sales invoices into the computer
- Pulls and keys orders into the computer.
- Prepares invoices for the following day's route deliveries.
- Maintains rental files by verifying customer is still using equipment verifying Medicaid coverage each month and following up on Medicaid Pending patients
- Types follow-up referral letters.
- Complete incoming fax and mail orders in a timely manner
- Performs other duties as requested.

Qualifications:*Education:*

- Graduate of an accredited high school.

Experience/Knowledge:

- Previous data entry experience.
- Typing and 10-key skills.
- Excellent organizational and communication skills (verbal and written).
- Excellent interpersonal and teamwork skills.
- Ability to work well under pressure

- Ability to maintain confidentiality and resolve conflict effectively and professionally.
- Ability to multi-task, pay attention to detail, and excellent time management skills

After a 90-day, probationary period we offer the following benefits for full-time employees:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K Plan
- Paid Time Off
- Customer Service Incentive Program

Enos Home Oxygen & Medical Supply, Inc. is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law.

Interested candidates can apply via email by sending your resume to employment@enoshomemedical.com.

Pipefitter – City of New Bedford's Department of Public Infrastructure

PAY: \$15.46hr – \$20.92hr

Fabricates and installs all related piping as pertaining to water distribution and sewage collection systems. Cuts, bends, threads, assembles and joins water piping and fitting made of copper, brass, lead, cast iron, steel, plastic or other composition; threads pipe using threading machine; cuts pipe using pipe saw, joins piping and fixtures by means of threaded, caulked, wiped, bell and spigot, soldered, brazed or cemented joints; installs and checks valves, hydrants and other wastewater and water system accessories. Installs

manholes, catch basins, shoots grade utilizing pipe lasers and related survey tools to establish a grade. Subject to call 7 days per week, 24 hours per day for emergency work, to fill in on emergency watch, holidays, sickness and vacations.

Vocational or high school graduate or GED equivalent. Experience in excavation and pipe installation preferred. Possession of a D-1 certification and knowledge of collection systems preferred. 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. This position is deemed essential personnel and must report for duty during emergency situations.

For application/complete job description, please visit 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

Take Out Cashier – Mee Hong Restaurant

Part-time

A responsible, reliable, flexible person needed!

Experience:

- Cash Handling: 1 year (Preferred)

Work needed:

- Weekends
- Evenings

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

Service Dispatcher – Empire Auto Group

\$45,000-\$75,000 a year, Full-time

Empire Ford in New Bedford is looking for a service dispatcher. Schedule is Monday-Saturday with one day off during the week Approximately 45 hours. We are building something amazing and need the right type of person!

Duties include:

- Dispatch of service work to appropriate technician based on skill level and availability
- Checking paperwork for proper time punches and notes
- Ensuring inspections are done in a timely fashion including parts pricing updates
- Organizing of the service vehicles on lot, including helping to shuffle vehicles for sublet work
- Staying up to date and current on all work in process including all used vehicles on the lot

Experience:

- Automotive: 1 year (Preferred)

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

Nurse/Health Manager position – P.A.C.E. Headstart

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

QUALIFICATIONS: RN licensure required in the State of Massachusetts and the understanding of the policies and procedures that govern Early Childhood Learning Programs. Bilingual skills preferred. Must be able to pass a background check.

Must be physically able to safely supervise pre-school children and attend to the scope of the duties listed in the job description including, but not limited to: lifting a child up to 40 lbs., able to climb stairs, walk moderate distances for home visits and related activities.

JOB SUMMARY: The Nurse/Health Manager will oversee the

operations of the Health Service area of P.A.C.E., Head Start. This position will assist the program in adhering to the NAEYC, EEC, and Federal Program Standards regarding the physicals and vaccinations for children in the program ranging from birth to 5 years old. Will be responsible for supervising the Health Assistants; perform mandatory vision, hearing, and health screenings for all children. This role will work professionally and possess the communication skills necessary to work collaboratively with other staff, parents, and community members to support Head Start in understanding the health needs of the population and developing strategies to address those needs.

Low cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available.

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

Deadline to apply: 5:00 p.m., Friday, January 4, 2019

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

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

Guest Experience Specialist (Sales Associate) – Petco

If you're both an animal lover and a people person, a position in one of our stores might be a great fit. We're looking for people with a strong commitment to helping pets and their parents experience their very best lives together. When you join us, you'll be part of a great team, working together to achieve sales goals while doing work you truly love.

Purpose Statement:

Provides optimal guest experience services. Assists guests in the proper selection of merchandise in accordance with their identified needs. Demonstrates a high level of interest in the welfare, health, and proper handling of all animals. Performs cashiering duties. Performs related duties in support of the store attaining its assigned sales goal. Ensures merchandise is properly stocked and priced. Adheres to established operational guidelines and store policies and procedures. Evaluates guest inquiries and as needed refers to Guest Experience Leader and/or Leader on Duty.

Key Accountabilities:

- The incumbent must be able to consistently perform all the following duties and responsibilities with or without a reasonable accommodation.
- Ensures the health and well-being of live animals by providing the correct care in accordance with the established Petco standards, policies and procedures including the completion of the hourly animal health check and wellness cards.
- Interacts professionally and effectively through verbal and written communication with all professional contacts with an emphasis on company interests.
- Provides prompt and courteous service to all Petco guests by determining their needs and sharing product knowledge to suggest the appropriate merchandise, and by effectively employing suggestive selling techniques to increase individual sales.
- Demonstrates knowledge in nutrition, Pals Rewards membership sign-up, Welcome to the Family and effective suggestive selling techniques to increase sales.
- Ensures an exceptional guest experience for all Omni-channel initiatives, to include but not limited to Instacart, Extended Aisle and Repeat Delivery.
- Performs all aspects of point-of-sale service, e.g. cash sales, credit and check sales, returns and exchanges. Performs the daily balance of cash drawer as necessary.

- Assists in stocking and facing merchandise according to established standards.
- Completes cash register transactions as well as guest carry-out service consisting of merchandise weighing up to but not exceeding 50 pounds per trip. Adheres to loss prevention policies.
- Assists in the loading, unloading and stocking of merchandise according to established procedures, in order to ensure that the store is well stocked and that inventory counts are accurate.
- Ensures that store animals, birds, reptiles and fish receive the highest quality care, maintained in habits that are clean, safe, and secure, and that all reasonable and required steps are taken to maintain their good health.
- Alerts store leaders immediately if any animal, reptile, bird or fish is in need of medical attention or other special care.
- Performs routine housekeeping tasks as required to maintain the professional image and appearance of the store, to include sweeping/mopping the floors, dusting, washing the windows, facing the merchandise on the shelves, restroom maintenance, etc.
- Assists store leadership in the opening/closing of the store as needed, to include the accurate completion of required paperwork.
- Participates in the completion of quarterly and annual physical inventory counts.
- Adheres to and promotes established safety procedures and maintenance of clean, safe and healthy environment for store partners, guests and animals.
- Performs special projects as assigned.

Work Environment:

The majority of job duties are conducted indoors, although merchandise receiving, merchandise carry-outs, or stock balancing will require leaving the store briefly. This position requires bending, kneeling, moving merchandise and

standing for long periods of time. Must be able to lift 50 lbs and pull 2000 lbs utilizing material handling equipment. Improper use of safety equipment and/or not following proper lifting techniques may pose of risk of injury to customers, pets, and store personnel. Follow all safety precautions and procedures.

Education and Experience:

- Minimum high school diploma (its equivalency i.e. GED) or the equivalent work experience. A qualified applicant will be required to demonstrate proficiency in the areas of mathematics, and above average communication

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

Receptionist/Administrative Assistant – Freeman Mathis & Gary, LLP

\$12-\$13 an hour, Part-time

Job Description

Counter Help wanted week days and weekends mornings and afternoons. Experience helpful.

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

Cashier and Customer Service – Dunkin' Donuts (New Bedford & Dartmouth)

\$16-\$19 an hour, Part-time

Job Description

- Solid communication, organizational and interpersonal skills;
- Self-motivated, positive attitude, dependable, strong work ethic;
- Ability to work well under pressure;
- Detail oriented;
- Willingness to be a team player;

- Knowledge of Microsoft Word, Excel, and Adobe Acrobat helpful.

DUTIES include, but are not limited to:

- Assist Project Managers and Field Supervisors in a variety of tasks;
- Support Management team;
- Organizing submittal packages;
- Scanning, downloading, copying blueprints;
- Calculating slip work and change order requests;
- Managing Certificates of Insurance;
- Preparing cost reports;
- Coordinating incoming bid invitations;
- Maintain project files;
- Receptionist duties.

We are willing to train the right candidate. Benefits include health insurance, 401k plan, profit sharing plan, paid time-off.

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

Retail Staff (Various Positions) – GameStop (Dartmouth)

Job Descriptions:

Assistant Store Manager – will support the Store Manager in all facets of store operations including ensuring that the store staff provides friendly, open and enthusiastic customer service, in person and on the phone. This includes answering questions and assisting with product selection, purchases, and returns. Ensure that the store is clean, well-organized, and properly merchandised at all times, and that all policies, procedures, and controls are followed. Supervise up to 5 or more Game Advisors by planning, organizing, and delegating work.

Senior Game Advisor (Shift Leader) – will assist the store

management team in supervising all store activities as well as providing friendly, open and enthusiastic service to customers, in person and on the phone, including answering questions and assisting with product selection, purchase, or return. Assist with store merchandising, inventory control, loss prevention, restocking, store cleaning and maintenance.

Game Advisor (Sales Associate) – provide outstanding customer service experience using elements of GameStop's buy, sell, trade, and reservation business model, The Circle of Life. Working under direct supervision, this position ensures customers are greeted on the sales floor, informed of trade, reservation and loyalty program benefits and thanked. Game Advisors also share product knowledge with customers, ensures products are easy to see and buy, processes customer transactions, and provides a clean, organized store environment in which to shop. The principal business outcome for this role is higher levels of overall store performance and customer satisfaction.

Job Requirements

- Qualified Assistant Store Manager candidates will possess the following:
- High School diploma or GED required, some college preferred.
- Must be at least 18 years old.
- 2 yrs. in retail sales, customer service, and /or management experience preferred.
- Video game knowledge preferred.

Qualified Senior Game Advisor (Shift Leader) candidates will possess the following:

- High School diploma or GED.
- Must be at least 18 years old.
- Retail sales and /or management experience preferred.
- Video game knowledge preferred.

Qualified Game Advisor (Sales Associate) candidates will possess the following:

- High School diploma.
- Must be at least 18 years old.
- Retail experience preferred.
- Video game knowledge preferred.

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

FT Teller – Rockland Trust (Fairhaven)

Rockland Trust is currently seeking a FT Teller to work in our Fairhaven Branch. This branch is open 7 days a week so applicants need to be open to working consistent weekend hours.

As a Teller you will assist the Bank in meeting its goals of sales and service by providing the highest level of customer service through an ongoing commitment to improvement in knowledge, productivity, and job efficiency.

Under the supervision of the Branch Manager or Designee this position is responsible for conducting financial transactions for bank customers; identifies and makes sales referrals, recommends digital channels, cross-sells bank services and products, and provides superior service in a highly professional manner.

Position Responsibilities include:

- Understands and develops knowledge of bank products and services
- Consistently greet customers, make them feel welcome and engage them to learn about their financial needs.
- Introduce customers to new Product & Services, actively participate in sales promotions and generate leads for the platform and business partners.
- Meets customer needs through problem solving techniques as required.
- Conducts business in a professional manner and maintains a neat and orderly work area. Establishes and maintains a good working relationship with all bank personnel.

- Understands and adheres to security and compliance policies and procedures.
- Processes all transactions including deposits, withdrawals, transfers, check cashing, etc. in an accurate, efficient, professional manner within established guidelines and authority.
- Performs settlement procedures and balances cash drawer daily.
- Display a high level of professionalism, adhere to dress code policy, treat all people with dignity and respect, and perform in an ethical manner in all transactions and interactions
- Performs any other duties as may be assigned from time to time by management.

Sales and Service:

- Recognize/Identify cross sell and up sell opportunities and contribute to successful achievement of all customer service standards and sales goals
- Actively develop new customers and strengthen existing relationships
- Promote products and marketing initiatives as required while proactively matching products and benefits to the specific needs of customers

Operations and Compliance:

- Process transactions and respond to product and service inquiries quickly and effectively
- Comply with Federal and State Compliance Regulations as well Rockland Trust policies and procedures

We provide two weeks of paid training in the basics of the job. Further training is through on-the-job exposure, academic programs and company courses. There is ample opportunity to learn and to advance to higher level positions based on your interest in advancing your career and ability to learn.

Required Skills:

- Demonstrate good verbal and written communication and computer skills.
- Demonstrate sales and service oriented personality and maintain a professional appearance.
- Applicants must have a genuine desire to work with customers in a caring and empathetic way, with a positive approach to interactions with customers and team members.
- Position is responsible for providing excellent service to customers while supplying them with information on a variety of banking products that are suited to their individual needs.
- Duties performed require a high level of accuracy in cash handling and an expectation for cross-selling and up-selling products.
- Position requires constant customer contact.
- Position must be able to discern customer needs and recommend most appropriate product or service.
- Decisions are made under close scrutiny of immediate supervisor and may become more extensive as position gains in knowledge and experience.
- Errors in judgment at this level may result in monetary losses to the Bank and/or a breach of bank policy.

Working Environment:

- Normal office requirements with long periods of standing and continuous customer contact.
- The willingness to work within a flexible six or seven day work week as customer needs dictate.
- Must have the ability to lift and carry up to 50 pounds.
- Once hired, continued employment is dependent upon successful completion of Teller Training, which includes an exam.

Required Experience:

- High School Diploma or equivalent required
- Candidates should have 1-2 years prior teller experience or cash handling/customer service skills

Our goal is to offer our colleagues the most generous benefits

package possible. We strive to provide colleagues with a comprehensive benefits package and an environment that supports a healthy work-life balance. Benefits include: Competitive compensation with performance incentive awards, Health Insurance, Dental Insurance, a 401K and DC Plan for your retirement, LTD & Life Insurance, Day Care Reimbursement, Tuition Assistance for graduate and undergraduate programs, an award winning Wellness program and much more!

At Rockland Trust you'll find a respectful and inclusive environment where everyone is given the chance to succeed. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Sales Associate – Hot Topic (Dartmouth)

Part-Time

Job Description:

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

WHAT YOU'LL DO

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

WHAT YOU'LL NEED

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

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

Real Estate Jobs – Advantage School of Real Estate

Kick Start your 2019 with a Career change!

Massachusetts Real Estate Salesperson course will be offered:

Join us for our first session of 2019 starting on January 12th!

Tuition is only \$299 with LIVE Instructors. The format will be 2 weekend/4 day course offerings. Learn from two of the areas premier experts, Michael Amaral and Brian Cormier who have a combined 31 years in local real estate. The local market is still red hot and primed for additional growth, why not take advantage? <http://www.advantageschoolofre.com/about>

Did you know that to become a licensed Massachusetts salesperson, you must complete forty (40) hours of education at a Board approved real estate school such as Advantage School of Real Estate? This educational course consists of various subject matters to provide you with the knowledge to schedule your state examination. This information is crucial to successfully obtain your license.

Once your education is complete, they will provide you with a "Candidate Handbook" which will contain verification of your completed education and information to make an appointment to take the salesperson examination with the Board's test administrator. All information to take the examination will be contained in the Candidate Handbook. Upon passing the examination you will be licensed at the test center.

Our weekend classes make it easier to attend LIVE training with experienced and knowledgeable Instructors!

Click [here](#) to get started!

Session #2

Class #1

Saturday, March 30, 2019

8:00am-3:00pm

Class #2

Sunday, March 31, 2019

8:00am-3:00pm

Class #3

Saturday, April 6, 2019

8:00am-2:30pm

Class #4

Sunday, April 7, 2019

8:00am-2:30pm

Class #5

Sunday, April 13, 2019

8:00am-2:30pm

Class #6

Sunday, April 14, 2019

8:00am-2:30pm

Advantage School of Real Estate

657 Quarry Street, Suite 30c

Fall River, MA 02723

*Tower Mill Building – 3rd floor behind Amaral & Associates
Real Estate Office with plenty of Free parking and a
convenient location*

Telephone: 508-686-1997

Follow them on **Facebook**.

ADVANTAGE

School Of Real Estate

Freight/Receiving – The Home Depot (Dartmouth)

Job Description

Associates in Freight/Receiving positions ensure the store is stocked and ready for business every day. They load and unload trucks, move material from the receiving area throughout the store, may operate forklifts and may perform critical functions for maintaining proper on-hands and pricing for our customers. Direct customer interaction is frequently required for some positions and excellent customer service skills are required. The Freight/Receiving positions may include Freight Team Associate, Freight Team Lead, Receiving Associate and Receiving Support.

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

Environmental Project Manager – City of New Bedford

PAY: \$70,599 – \$88,257

Manages contaminated site projects at City properties. Coordinates with environmental consultants and engages in community outreach. Interfaces with the public to address concerns regarding impacted properties. Coordinates contaminated site assessment and cleanup activities. Integrates the efforts of consultants and City staff to ensure that environmental projects are conducted efficiently and cost

effectively.

Represents the City's Environmental Stewardship Department in regulatory, academic, and legal fora. Attends meetings with regulators, presents projects and results at conferences and participates in environmental research conducted in New Bedford. Assists with environmental litigation.

Bachelor's Degree in engineering, geology, environmental studies or a related discipline. At least four (4) years of experience in the engineering, geology, environmental studies, or related subject 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties

to identify the occupancy status and the nature and extent of health, safety or code violations.

At least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For complete job description and application instructions, visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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 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](#).

Environmental Enforcement Inspector – City of New Bedford

PAY: \$15.80hr – \$21.52hr

Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with all City, State and Federal requirements.

Assists with implementation of meter program, backflow prevention device testing and sewer deduct meter inspection program. Ensures customer compliance with City Ordinances, as well as any State and/or Federal regulations.

Issues Violation Notices to achieve compliance with regulations. Initiates litigation against parties who fail to comply with departmental notices.

Responsible for maintaining organized documentation and record keeping of Water Division programs. Assists with data management of Water Division, including but not limited to, digitization of existing records, distribution system maintenance and repair records, and the City's data management program.

Graduation from high school or GED equivalent. Must possess

excellent verbal and written communication skills. Possession of a Backflow Prevention Device Testing/Inspection license and proficiency in digital data management preferred. Possession of a valid Massachusetts driver's license and good driving record.

For application/complete job description, please visit 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. EE0

New Bedford has a residency requirement.

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

Enforces parking regulations and restrictions. Receives daily assignments, which determine assigned area of responsibilities. Obtains information from the supervisor, or designee, requiring special attention. Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific violations. Possession of valid Massachusetts driver's license with a 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 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. EE0

Director of Facilities & Fleet – City of New Bedford

PAY: \$88,642 – \$110,811

- * Directs and administers all activities of the Facilities and Fleet Management Department.
- * Oversees maintenance and capital needs of City buildings and fleet.
- * Delegates various responsibilities to capable and competent subordinates that will ensure a positive outcome.
- * Manages the budget using responsible and sound fiscal practices.
- * Makes decisions regarding City owned assets in the best interest of the stakeholders while protecting assets and their value within the limits of the budget.
- * Monitors all leases of City owned property, unless under the custody and control of another department. Ensures that all lease conditions are being met.
- * Allocates resources to satisfy the maintenance and capital needs of approximately 90 City buildings.
- * Investigates advanced methods and technologies of accomplishing tasks that will result in greater efficiency.

Technical Degree in engineering, building trades, public administration, facility management, or a related field. 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 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. EE0

Compliance Officer – New Bedford Health Department

PAY: \$51,693 – \$64,622

Monitors and coordinates programs and activities and develops a strategic plan using the strategic prevention framework to prevent the use of alcohol, opioids, prescription drugs, and other drug use through local policy, practice, systems and environmental change. Under the direction of the Director of the Board of Health works with local partners and cluster communities to work on intervening variables identified by the strategic plan.

Maintain ongoing communication with Bureau of Substance Addiction Services (BSAS) program manager. Utilize and collaborate with the Massachusetts Technical Assistance Partnership for Prevention (MassTAPP). Attends all necessary meetings and trainings. Conduct data analyses and assist other program evaluators to provide empirical documentation for grant project activities and outcomes with the Massachusetts Department of Public Health. Responsible for timely submission of required reports.

Bachelor's Degree in nursing, public health, public administration, human services or a related discipline 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 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

Waste Reduction Assistant – Greater New Bedford Regional Refuse Management

JOB DESCRIPTION

Position: Waste Reduction Assistant

Classification: Non-Exempt

Reports To: Waste Reduction Coordinator

Salary: \$13.00 per hour (part-time; approximately 15 (not to exceed 19) hours per week; no benefits

Essential Job Functions:

- Assist Waste Reduction Coordinator and Assistant Waste Reduction Coordinator on waste reduction efforts in New Bedford & Dartmouth.
- Responsibilities include answering incoming phone calls, returning phone calls from voicemail messages, educating the general public in person, distributing flyers, posting on social media, data entry in Excel, and assisting in the office.
- Has frequent contact with residents.
- Occasionally delivers recycling carts and bins to City buildings and businesses using a District pick-up truck and helps with errands.
- Assist with office work (e.g. copying and mailings).
- Work on special projects relating to waste reduction programs.
- Works flexible hours including some weekends.

Job Knowledge/ Skills

- Personal commitment to waste reduction
- Knowledge of New Bedford and Dartmouth waste reduction programs.
- Ability to communicate effectively orally and in writing.
- Ability to maintain accurate records; attention to detail is important.
- Skilled in operation of computer (including Microsoft Office software and performing Internet searches), telephone, photocopier, and fax machine.
- Proficiency or ability to become proficient in the use social media including Facebook, Twitter, and Instagram.

- Must possess a valid Massachusetts motor vehicle operator's license and have a good driving record.
- Must have neat handwriting.

Required Level of Education and Experience

- High school diploma. At least one year experience in an office setting and experience speaking with the public is desirable.
- Knowledge of Spanish or Portuguese is desirable.

Physical and Mental Demands:

- Occasionally moves items weighing up to 30 pounds from one location to another; Frequently moves about outside over uneven terrain (sometimes in adverse weather), inside District buildings, and to and from events, meetings, appointments, neighborhoods and facilities in different locations;
- Frequently must be able to remain seated in an office or stand or walk for up to 3 hours; Must be able to listen to and clearly communicate verbally and in writing with employees and the public; Must have eyesight and hearing at or correctable to normal ranges; Ability to operate a keyboard at an efficient speed.

How to apply:

Applicants must submit a completed, signed application to be considered. Employment Application.

Submit the application, along with any other supporting information (such as a resume) to:

*Greater New Bedford Regional Refuse Management District
300 Samuel Barnet Blvd
New Bedford, MA 02745*

or by email to: lferreira@gnbrmdistrict.org

Associate City Solicitor – City of New Bedford

PAY: \$70,599 – \$88,257

Provides legal advice on a daily basis to City officials and employees. Serves as principal attorney for assigned City departments, boards and commissions. Represents the City in courts and before administrative agencies. Prepares legal memoranda, briefs, pleadings and other documents in connection with such representation. Monitors litigation in which the City is represented by outside counsel. Conducts factual investigations and develops legal recommendations based on information obtained in investigations.

A Juris Doctorate degree from an accredited law school. At least 5 years of relevant legal, litigation, or municipal law work experience. License to practice law in the Courts of the Commonwealth of Massachusetts. Member of the Massachusetts State Bar. 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. 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.

HELP WANTED: ENOS Home Oxygen

Therapy hosting Job Fair, Feb. 28

Enos Home Oxygen Therapy will be hosting a Job Fair on February 28, 2019 from 1:00pm–3:00pm

As a growing company, Enos is always searching to add talented people to its workforce. If you have a passion for helping home care patients and a drive to provide excellent service, we want you on our team.

Current Positions Available:

- Full-time Customer Service Representatives
- Full -time Non- CDL Drivers
- Part-time Non CDL Drivers
- Full-time Cleaning Technicians

After a 90-day, probationary period we offer the following benefits for full-time employees:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K Plan
- Paid Time Off
- Drivers & Customer Service Incentive Program

Location:

Enos Home Medical

35 Welby Rd, New Bedford, MA 02745

Big Brothers, Big Sisters is hiring a Volunteer/Youth Enrollment & Match Coordinator – South Coast, MA

Are you a “people person” who cares about the healthy development of youth? Are you looking to join a community-focused, performance-driven human service organization? Are you looking for varied, independent work as well as to be part of a fun, dynamic team? Then you are the right fit to join the Program Services team at Big Brothers Big Sisters!

BBBSMB matches under-served youth with adult mentors in lasting one-to-one friendships supported by trained professional staff. The agency is well respected both for its mission and for the quality of its services. Your responsibilities include assessment of potential volunteers, enrolling families and youth, and making quality new “matches.”

Through extensive and detailed interviews with both the families and volunteers, you will work to carefully to match a volunteer with a child with the focus being on changing the child’s life for the better, forever. The positions require flexible daytime, evening, and some weekend hours.

Qualifications include: Bachelor’s Degree and 2-3 years, Associate’s degree and 4 years, or 8 years of relevant work experience of social services, human resources, volunteer management, or related experience. Background in interviewing or psychology a plus. Familiarity working with both child and adult populations. Assessment, intake, and interview

experience. Intermediate level Spanish communication skills preferred. Proficiency in Microsoft Office, including Word, Outlook, and Excel. Must have access to reliable transportation to travel to areas that are not accessible by public transportation and valid driver's license. Criminal background checks are part of hiring process.

Required Skills and Abilities: Intermediate level oral and written Spanish communication and interpersonal skills preferred; familiarity with the SouthCoast region; high-level interviewing skills; excellent judgment and decision-making skills; ability to use time effectively and to focus on details; ability to work independently; performance-driven mind-set; customer service orientation; experience working with people from diverse cultures; ability to juggle tasks and set priorities; ability to effectively collaborate with other staff.

Salary: Competitive salary and benefits package. BBBSMB is an equal opportunity employer.

How to apply:
<https://www.bbbsmb.org/volunteer-youth-enrollment-and-match-coordinator-southcoast/>

Big Brothers Big Sisters of Massachusetts Bay is an innovative, energetic organization that is making a real difference in the lives of more than 3,200 youth annually by providing them with an invested, caring adult mentor. With research and proven outcomes at its core, Big Brothers Big Sisters of Massachusetts Bay is working to defend the potential of children facing adversity and ensure every child has the support from caring adults that they need for healthy development and success in life. The organization's vision is to inspire, engage and transform communities in Massachusetts Bay by helping youth achieve their full potential, contributing to healthier families, better schools, more confident futures and stronger communities. For more

information about this worthwhile cause and its important mission, visit www.massbaybigs.org.



P.A.C.E. seeking candidates for election to Board of Directors

PACE is seeking candidates to serve on the Organization's Board of Directors. Low-income members of the community will vote to select Candidates in an election process during the month of March. Candidates must be residents of New Bedford, be at least 18 years old and submit a candidate profile before March 6, 2019. The election of candidates to the PACE Board will be held for four weeks, from March 11th to April 5th, as PACE Clients and other city residents who meet income guidelines will vote at the Main Office of PACE at 166 William Street during regular business hours, 9-5. Individuals may request a ballot any time during regular business hours during this time. Verification of income is required for voters who are not clients of a PACE Program. Low-Income Representatives to the PACE Board are eligible for a \$25 stipend for each meeting attended to defray transportation and child care costs.

Candidate Profile forms can be obtained at the Main Office of PACE, at 166 William Street during regular business hours. Proof of residency of New Bedford is required. Completed

Candidate Profiles must be received by the PACE Election Committee, located at 166 William Street, New Bedford by 4 PM on March 6th, 2019. All qualified candidates for election will be placed on the ballot. Candidates receiving the highest number of votes will be elected to serve on the PACE Board.

People Acting In Community Endeavors (PACE) Inc, The Community Action Agency for the Greater New Bedford Area, is entering its 37th year of service to the community. PACE primarily serves the city of New Bedford, and towns of Acushnet, Dartmouth, Fairhaven, Marion, Mattapoisett and Rochester.

PACE, as it is known today, was incorporated on May 2, 1982, as a private "Not For Profit" Organization. The community selected the Board of Directors, with the goal of establishing an organization that would advocate for low-income people and aggressively seek funding to reduce the impacts of poverty in New Bedford. The Board oversees the work of the Agency and charts its course for the future.

PACE offers FREE services to the community through its Programs including;

- Housing Services, for housing search and rental assistance
- Fuel Assistance for financial assistance associated with home energy costs
- Food Bank for emergency and supplemental food
- Head Start for early childhood education
- Child Care Works for educational development and Child Care Service
- The Family Center for parent and family support services
- Youth Build for "at risk youth" focusing on educational and community service
- Health Access for assistance navigating health insurance coverage options
- Volunteer Income Tax Assistance (VITA)
- The Clemente Course in the Humanities
- Grassroots support for other community organizations

- PACE Community Housing Corp., which was created for smaller housing development projects and homeownership opportunities for low-income people

PACE employs a staff of over 150 in addition to over 100 volunteers, and serves more than 40,000 clients who seek PACE services yearly with an annual budget in excess of \$65 Million!

According to Pam Kuechler, PACE Executive Director: “Board members with direct contact with the people we serve, or who receive PACE services themselves are valuable in providing direction and feedback about the services we provide in the community. The election process allows our clients and community members to elect their own representatives to the Board. PACE Board Members serve their community and the Agency with pride and distinction with a real commitment to clients who trust us to help them find solutions.. We are very proud of our Board of Directors”.

Elections will be held from March 11th to April 5th at the PACE Main Office at 166 William Street, New Bedford during regular business hours.

HELP WANTED: St. Vincent's Home is hiring for Clinical Care Manager positions

Two full-time positions are available within our Intensive Group Home Program.

Job Description

These positions will work as part of a team with four other Clinical Care Managers to:

- Provide clinical and care coordination services to youth
- Provide individual and family therapy
- Facilitate psychoeducational groups
- Develop behavior support plans with family and staff
- Provide ARC-based therapeutic support in the milieu
- Chair Individual Treatment Plan meetings
- Participate in after-hours on-call rotation for clinical issues; provide consultation for program staff.

Flexible hours required including one early evening.

Requirements

- MSW/MA in clinical area with 1 to 2 years of direct clinical experience;
- Independent licensure or license eligible required.
- Valid driver's license is required.

Benefits Include

- Health, dental and vision insurance
- 10 holidays
- 4 weeks paid time off with 5 weeks paid time off after one year
- 403B with employer match
- Dependent assistance
- Child care reimbursement
- Wellness benefit
- Fully paid short term disability and life insurance
- Tuition assistance

Supervision for licensure and significant professional development and training opportunities available.

We encourage Spanish and Portuguese speaking individuals to apply. We seek culturally competent, strengths-oriented personnel who possess an understanding of our communities served. St. Vincent's is an AA/E0E and a COA Accredited

Agency.

Email resume to: jobs@stvincentshome.org.

—

About us:

Saint Vincent's works with children, youth and families to restore relationships and support family permanence. Our staff provides in-home and community-based services, and outpatient behavioral health for children, youth and families. Emphasis is on trauma-informed, family-centered, compassionate care while Working with Children and Families to Preserve Hope.

Established in 1885 by the Sisters of Mercy and the Roman Catholic Diocese of Fall River as an orphanage, Saint Vincent's is now a multi-service, child- and family-serving behavioral health organization accredited by the Council on Accreditation (COA). Our Mission is Giving Children and Families in Need What They Need Most.

The South Coast Hot Jobs List – February 17, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of February 17, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Orthodontic Patient Coordinator – Cortland Dental & Braces

We are looking for an Orthodontic Patient Coordinator ready to make a difference in the lives of families. Although below is a description of what your job would entail, we want to

emphasize that working with us is more than just a job. We are not your typical dentist office and working here is not your typical experience. You will thrive here if you are someone who wants to grow professionally while serving your community at the same time.

ESSENTIAL JOB FUNCTIONS

- The Orthodontic Patient Coordinator is responsible for providing quality customer service to patients and parents at check-in and check-out as well as responsible for verifying patient insurance eligibility and service limits.
- Deliver quality and compassionate care to every patient
- Greet parents and patients when they enter or leave the office
- Check in for daily appointment
- Ensure parents who are waiting are kept informed of the progress of their appointment or child
- Maintain a clean and tidy waiting area and front desk area
- Verify patient insurance eligibility prior to appointment
- Ensure information is correct in the patient's Boomerang file
- Ensure service limits are recorded and communicated with the Orthodontic Financial Coordinator prior to treating the patient
- Ensure all patient files are ready (update patient records, verify insurance and service limits) before the patient's appointment
- Coordinate with Ortho Financial Coordinator and Doctors to provide the opportunity for same day care to patients
- Assist with meeting the Ortho financial targets by ensuring the schedules are full
- Schedule follow-up, next appointment for all patients
- Assist with routing referrals to appropriate doctor
- Ensure pre-authorization processes are completed for approvals
- Collect payments, post accordingly in practice management system

- Confirm appointments for upcoming days
- Answer incoming Ortho patient calls and assist with need or direct to another team member for help
- Ensure Ortho patients are compliant with appointments and send the appropriate communication leading up to or including termination
- Assist with maintaining spreadsheets or databases for tracking purposes, as needed or directed by OFC
- Ensure all patient records are updated at the end of the day

ADDITIONAL DUTIES AND RESPONSIBILITIES

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

REQUIRED QUALIFICATIONS

- Willing to travel in territory assigned to team

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

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

CERTIFICATIONS, LICENSES, REGISTRATIONS

- None

PREFERRED QUALIFICATIONS

Bilingual (English & Spanish)

PHYSICAL DEMANDS

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

WORKING CONDITIONS

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

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

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

Automotive Technician – Empire Ford

Empire Ford of New Bedford is part of the Empire Auto Group, a family owned and operated dealership, in the Southcoast area. Every employee is considered a part of our family and we are looking to add more members to our growing business.

We are expanding and are looking to hire more full-time Automotive Technicians with a minimum of 2 years experience. Must be able to troubleshoot, diagnose and repair components; communicate with others; willingness and ability to maintain current product technical knowledge, ability to estimate time of service or repair of job for efficient scheduling; knowledge of parts requirements to complete a job; ability to comply with quality control and inspection requirements; self-

starter who is organized and dependable.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent. Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills.

Must be able to perform basic computer skills and will be trained on how to use our internal system. Portuguese and Spanish speaking a plus. Contact us for details on our great benefits package!

Send your resume to: Joe Dio, Parts & Service Director,
jdio@buyempireautogroup.com

□

EMPIRE FORD OF NEW BEDFORD

395 Mt. Pleasant St.
New Bedford, MA 02746
1-800-395-1342

Mariner Licensing and Certification Officer – Dominica Maritime Registry (Fairhaven)

\$15 an hour, Full-time Position

Monday through Friday 8:00 a.m.-5:00 p.m.

Education:

- High School Diploma
- Bachelor's Degree(preferred but not required)

Experience:

- 1-3 years' experience in an office or administrative role

Skills/Other Qualifications:

- Team player with customer service experience
- Problem solving skills

- Interpersonal skills
- Oral and written communication skills
- Proficiency in Microsoft Office
- Knowledge of the International Maritime Organization's Standards of Training, Certification and Watchkeeping for Seafarers (STCW78, as amended) a plus but not required.

The Mariner and Certification Officer will be responsible for:

- Receiving and processing mariner licensing applications
- Data entry relating to seafarers
- Responding professionally to client inquiries
- Management of mariner licensing files via an on-line database
- Management of ID card printing system
- Assisting with development, coordination and marketing of international programs
- Communicate with shipping organizations and shipping companies worldwide regarding approved programs
- Management of national Undertaking Agreements
- Manage current compliance, approval and renewal of programs
- provide support to other team members
- All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. The Dominica Maritime Registry is a drug-free workplace.

Benefits offered:

- Health insurance
- Paid time off
- Retirement benefits or accounts

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

Production Operators – Globe Composite Solution

Globe Composite Solutions in Stoughton MA Is looking to add several new Production Technicians to their team due to

expansion! Competitive pay based on experience with benefits starting after 30 days of employment. Part time and full time positions are available. Globe offers a 4 day work week from 6:00AM-4:30PM. (Ten hour shifts either Sunday-Wednesday or Wednesday-Saturday). Part time options are Monday-Friday 9:00AM-1:00PM. You can apply by clicking the link below or emailing your resume to:

jgordon@globecomposite.com

Full Job Description:

Globe Composite Solutions is a well-established, fast growing technology company South of Boston serving Fortune 1000 customers by designing, engineering and manufacturing high performance composites for defense and industrial applications. We have built a solid reputation among our customer base as an innovative and reliable provider of cost-effective composite-based solutions.

Originally founded in 1890 as a rubber company in downtown Boston, Globe has evolved into a full-service, design-to-manufacturing company with a passion to meet demanding performance requirements for a wide variety of applications. The company possesses a broad set of design, prototyping, and manufacturing capabilities to address just about any product challenge. As a result, the company has built a solid reputation among its Fortune 1000 customer base as an innovative and reliable provider of cost-effective composite-based solutions.

As an ISO 9001:2015 certified company for both design and manufacturing, Globe's credentials are unique among non-metallic specialists, including an extensive machining and fabrication center to allow for rapid prototyping and testing.

Globe is truly an "American-made" company, with virtually all design, tooling, prototyping, and production services supported in-house at our state-of-the art design & technology

center located in Stoughton, MA.

Production Technicians are responsible for performing routine building maintenance tasks. Performance of building maintenance tasks in one or more fields (e.g. carpentry; electrical; heating, ventilation, and air conditioning (HVAC);plumbing, etc.); Perform general cleaning. Perform other tasks as assigned.

Required Experience:

1. Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check sheet.
2. Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
3. Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
4. Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
5. Re-configures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
6. Prepares the surfaces and paints various structures and

equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).

8. Order parts and maintain required documents.

9. Performs other work-related duties as assigned.

*****Must be a U.S. Citizen*****

Globe Composite Solutions, Ltd. performs a full background check and drug testing prior to employment.

Globe Composite Solutions is a Federal Contractor which requires U.S. Citizenship for employment at our facilities.

Globe Composite Solutions has a zero-tolerance policy for all federally illegal substances, including marijuana.

Please send your resume to jgordon@globecomposite.com

Contact Jennifer for more information (508) 681 6814



<https://www.globecomposite.com/composite-careers>

Customer Service Rep – Enos Home Medical

Responsibilities and Duties:

- Answers incoming phone calls (within a minimum of 3 rings) in a pleasant and professional manner- takes customer orders.
- Maintains open communication with patients/clients and referral sources.
- Responds to patient/client questions and problems.
- Services walk-in customers.
- Assists in preparing driver routes, logs route changes, and driver communication on route sheets as they occur.
- Sets up new patient/client files.
- Verifies private insurance, Medicare, Medicaid coverage.

- Keys direct sales invoices into the computer
- Pulls and keys orders into the computer.
- Prepares invoices for the following day's route deliveries.
- Maintains rental files by verifying customer is still using equipment verifying Medicaid coverage each month and following up on Medicaid Pending patients
- Types follow-up referral letters.
- Complete incoming fax and mail orders in a timely manner
- Performs other duties as requested.

Qualifications:*Education:*

- Graduate of an accredited high school.

Experience/Knowledge:

- Previous data entry experience.
- Typing and 10-key skills.
- Excellent organizational and communication skills (verbal and written).
- Excellent interpersonal and teamwork skills.
- Ability to work well under pressure
- Ability to maintain confidentiality and resolve conflict effectively and professionally.
- Ability to multi-task, pay attention to detail, and excellent time management skills

After a 90-day, probationary period we offer the following benefits for full-time employees:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K Plan
- Paid Time Off
- Customer Service Incentive Program

Enos Home Oxygen & Medical Supply, Inc. is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy,

religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law.

Interested candidates can apply via email by sending your resume to employment@enoshomemedical.com.

Comcast Equipment Recovery – ACT (American Cable and Telephone)

Full-Time, \$600-\$800 a week

Position Summary:

- Collect Comcast equipment and past due payments from Comcast customers at their residence.

Position Description:

Going to Comcast customer's homes and collecting equipment or payments for their current services. This position is not direct sales or telemarketing, you are simply collecting devices or payments from existing customers that are delinquent on their accounts and you get paid for every collection that you make.

Commission is based on the amount of devices and payments collected or processed. You will be paid for each device collected or a percentage of the money collected from each customer. The average numbers of devices each customer has is 3.4 which equates to an average collection being \$31.00. Several Shifts available; all include a weekend day (1 minimum/week) and 3 weekdays (3 Minimum/week), to be discussed during interview.

If you would like a chance to make your schedule and generate a significant pay check weekly, please respond and our recruiting team will contact you.

ACT provides you with:

- iPhone with active service.

- App that provides you with account information and GPS routing.
- Comcast magnets for your vehicle.
- Branded Shirt.
- Comcast safety vest.
- Official Comcast ID badge.
- Receipt books.
- All classroom and field training to make you successful!

Requirements:

- Communication skills, to talk with customers.
- Self-motivated.
- Solid work ethic.
- Valid driver's license.
- Reliable personal vehicle.
- Pass drug screen.
- Pass criminal background check
- Compensation: \$600.00 to \$800.00 / week (depending on hours and schedule). Weekly Pay!!! Bonuses (In addition to the • Compensation) can vary between \$25-\$450/ two week period.

License:

- Driver's License (Required)

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

Associate City Solicitor – City of New Bedford

PAY: \$70,599 – \$88,257

Provides legal advice on a daily basis to City officials and employees. Serves as principal attorney for assigned City departments, boards and commissions. Represents the City in courts and before administrative agencies. Prepares legal memoranda, briefs, pleadings and other documents in connection with such representation. Monitors litigation in which the City is represented by outside counsel. Conducts factual investigations and develops legal recommendations based on

information obtained in investigations.

A Juris Doctorate degree from an accredited law school. At least 5 years of relevant legal, litigation, or municipal law work experience. License to practice law in the Courts of the Commonwealth of Massachusetts. Member of the Massachusetts State Bar. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Cashier/Customer Service – Cumberland Farms

Part-time, Full-Time

As a Retail Sales Associate, you are more than a clerk; you are the face of Cumberland Farms to our customers. Whether you are looking for an incredible full-time career, or a great part-time job, the Retail Sales Associate position is essential in our company.

Responsibilities as a Retail Sales Associate would include:

- Providing a pleasant shopping experience for all customers.
- Providing prompt, efficient and courteous customer service.
- Maintaining a clean, customer friendly environment in the store.
- Completing customer transactions and responding to customer inquiries.
- Replenishing products and supplies to ensure our products are well stocked.
- Assisting the Store Manager with the proper execution of all store level merchandising and marketing programs.
- Performing all regular cleaning activities and other tasks as outlined by the Store Manager

Benefits offered:

- Paid time off
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Other types of insurance
- Retirement benefits or accounts
- Education assistance or tuition reimbursement
- Employee discounts
- Flexible schedules
- Workplace perks such as food/coffee and flexible work schedules

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

Service Dispatcher – Empire Auto Group

\$45,000-\$75,000 a year, Full-time

Empire Ford in New Bedford is looking for a service dispatcher. Schedule is Monday-Saturday with one day off during the week Approximately 45 hours. We are building something amazing and need the right type of person!

Duties include:

- Dispatch of service work to appropriate technician based on skill level and availability
- Checking paperwork for proper time punches and notes
- Ensuring inspections are done in a timely fashion including parts pricing updates
- Organizing of the service vehicles on lot, including helping to shuffle vehicles for sublet work
- Staying up to date and current on all work in process including all used vehicles on the lot

Experience:

- Automotive: 1 year (Preferred)

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

Nurse/Health Manager position – P.A.C.E. Headstart

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

QUALIFICATIONS: RN licensure required in the State of Massachusetts and the understanding of the policies and procedures that govern Early Childhood Learning Programs. Bilingual skills preferred. Must be able to pass a background check.

Must be physically able to safely supervise pre-school children and attend to the scope of the duties listed in the job description including, but not limited to: lifting a child up to 40 lbs., able to climb stairs, walk moderate distances for home visits and related activities.

JOB SUMMARY: The Nurse/Health Manager will oversee the operations of the Health Service area of P.A.C.E., Head Start. This position will assist the program in adhering to the NAEYC, EEC, and Federal Program Standards regarding the physicals and vaccinations for children in the program ranging from birth to 5 years old. Will be responsible for supervising the Health Assistants; perform mandatory vision, hearing, and health screenings for all children. This role will work professionally and possess the communication skills necessary to work collaboratively with other staff, parents, and community members to support Head Start in understanding the health needs of the population and developing strategies to address those needs.

Low cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available.

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

Deadline to apply: 5:00 p.m., Friday, January 4, 2019

Must e-mail a cover letter with your mailing address, title of

position, and resume/application to:
hrjobapplications@paceinfo.org or mail the same information
to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

Guest Experience Specialist (Sales Associate) – Petco

If you're both an animal lover and a people person, a position in one of our stores might be a great fit. We're looking for people with a strong commitment to helping pets and their parents experience their very best lives together. When you join us, you'll be part of a great team, working together to achieve sales goals while doing work you truly love.

Purpose Statement:

Provides optimal guest experience services. Assists guests in the proper selection of merchandise in accordance with their identified needs. Demonstrates a high level of interest in the welfare, health, and proper handling of all animals. Performs cashiering duties. Performs related duties in support of the store attaining its assigned sales goal. Ensures merchandise is properly stocked and priced. Adheres to established operational guidelines and store policies and procedures. Evaluates guest inquiries and as needed refers to Guest Experience Leader and/or Leader on Duty.

Key Accountabilities:

- The incumbent must be able to consistently perform all the following duties and responsibilities with or without a reasonable accommodation.
- Ensures the health and well-being of live animals by providing the correct care in accordance with the established Petco standards, policies and procedures including the completion of the hourly animal health check and wellness cards.

- Interacts professionally and effectively through verbal and written communication with all professional contacts with an emphasis on company interests.
- Provides prompt and courteous service to all Petco guests by determining their needs and sharing product knowledge to suggest the appropriate merchandise, and by effectively employing suggestive selling techniques to increase individual sales.
- Demonstrates knowledge in nutrition, Pals Rewards membership sign-up, Welcome to the Family and effective suggestive selling techniques to increase sales.
- Ensures an exceptional guest experience for all Omni-channel initiatives, to include but not limited to Instacart, Extended Aisle and Repeat Delivery.
- Performs all aspects of point-of-sale service, e.g. cash sales, credit and check sales, returns and exchanges. Performs the daily balance of cash drawer as necessary.
- Assists in stocking and facing merchandise according to established standards.
- Completes cash register transactions as well as guest carry-out service consisting of merchandise weighing up to but not exceeding 50 pounds per trip. Adheres to loss prevention policies.
- Assists in the loading, unloading and stocking of merchandise according to established procedures, in order to ensure that the store is well stocked and that inventory counts are accurate.
- Ensures that store animals, birds, reptiles and fish receive the highest quality care, maintained in habits that are clean, safe, and secure, and that all reasonable and required steps are taken to maintain their good health.
- Alerts store leaders immediately if any animal, reptile, bird or fish is in need of medical attention or other special care.
- Performs routine housekeeping tasks as required to maintain the professional image and appearance of the store, to include sweeping/mopping the floors, dusting, washing the windows,

facing the merchandise on the shelves, restroom maintenance, etc.

- Assists store leadership in the opening/closing of the store as needed, to include the accurate completion of required paperwork.
- Participates in the completion of quarterly and annual physical inventory counts.
- Adheres to and promotes established safety procedures and maintenance of clean, safe and healthy environment for store partners, guests and animals.
- Performs special projects as assigned.

Work Environment:

The majority of job duties are conducted indoors, although merchandise receiving, merchandise carry-outs, or stock balancing will require leaving the store briefly. This position requires bending, kneeling, moving merchandise and standing for long periods of time. Must be able to lift 50 lbs and pull 2000 lbs utilizing material handling equipment. Improper use of safety equipment and/or not following proper lifting techniques may pose of risk of injury to customers, pets, and store personnel. Follow all safety precautions and procedures.

Education and Experience:

- Minimum high school diploma (its equivalency i.e. GED) or the equivalent work experience. A qualified applicant will be required to demonstrate proficiency in the areas of mathematics, and above average communication

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

Receptionist/Administrative Assistant – Freeman Mathis & Gary, LLP

\$12-\$13 an hour, Part-time

Job Description

Counter Help wanted week days and weekends mornings and

afternoons. Experience helpful.

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

Cashier and Customer Service – Dunkin' Donuts (New Bedford & Dartmouth)

\$16-\$19 an hour, Part-time

Job Description

- Solid communication, organizational and interpersonal skills;
- Self-motivated, positive attitude, dependable, strong work ethic;
- Ability to work well under pressure;
- Detail oriented;
- Willingness to be a team player;
- Knowledge of Microsoft Word, Excel, and Adobe Acrobat helpful.

DUTIES include, but are not limited to:

- Assist Project Managers and Field Supervisors in a variety of tasks;
- Support Management team;
- Organizing submittal packages;
- Scanning, downloading, copying blueprints;
- Calculating slip work and change order requests;
- Managing Certificates of Insurance;
- Preparing cost reports;
- Coordinating incoming bid invitations;
- Maintain project files;
- Receptionist duties.

We are willing to train the right candidate. Benefits include health insurance, 401k plan, profit sharing plan, paid time-off.

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

Retail Staff (Various Positions) – GameStop (Dartmouth)

Job Descriptions:

Assistant Store Manager – will support the Store Manager in all facets of store operations including ensuring that the store staff provides friendly, open and enthusiastic customer service, in person and on the phone. This includes answering questions and assisting with product selection, purchases, and returns. Ensure that the store is clean, well-organized, and properly merchandised at all times, and that all policies, procedures, and controls are followed. Supervise up to 5 or more Game Advisors by planning, organizing, and delegating work.

Senior Game Advisor (Shift Leader) – will assist the store management team in supervising all store activities as well as providing friendly, open and enthusiastic service to customers, in person and on the phone, including answering questions and assisting with product selection, purchase, or return. Assist with store merchandising, inventory control, loss prevention, restocking, store cleaning and maintenance.

Game Advisor (Sales Associate) – provide outstanding customer service experience using elements of GameStop's buy, sell, trade, and reservation business model, The Circle of Life. Working under direct supervision, this position ensures customers are greeted on the sales floor, informed of trade, reservation and loyalty program benefits and thanked. Game Advisors also share product knowledge with customers, ensures products are easy to see and buy, processes customer transactions, and provides a clean, organized store environment in which to shop. The principal business outcome for this role is higher levels of overall store performance and customer satisfaction.

Job Requirements

- Qualified Assistant Store Manager candidates will possess

the following:

- High School diploma or GED required, some college preferred.
- Must be at least 18 years old.
- 2 yrs. in retail sales, customer service, and /or management experience preferred.
- Video game knowledge preferred.

Qualified Senior Game Advisor (Shift Leader) candidates will possess the following:

- High School diploma or GED.
- Must be at least 18 years old.
- Retail sales and /or management experience preferred.
- Video game knowledge preferred.

Qualified Game Advisor (Sales Associate) candidates will possess the following:

- High School diploma.
- Must be at least 18 years old.
- Retail experience preferred.
- Video game knowledge preferred.

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

FT Teller – Rockland Trust (Fairhaven)

Rockland Trust is currently seeking a FT Teller to work in our Fairhaven Branch. This branch is open 7 days a week so applicants need to be open to working consistent weekend hours.

As a Teller you will assist the Bank in meeting its goals of sales and service by providing the highest level of customer service through an ongoing commitment to improvement in knowledge, productivity, and job efficiency.

Under the supervision of the Branch Manager or Designee this position is responsible for conducting financial transactions for bank customers; identifies and makes sales referrals, recommends digital channels, cross-sells bank services and

products, and provides superior service in a highly professional manner.

Position Responsibilities include:

- Understands and develops knowledge of bank products and services
- Consistently greet customers, make them feel welcome and engage them to learn about their financial needs.
- Introduce customers to new Product & Services, actively participate in sales promotions and generate leads for the platform and business partners.
- Meets customer needs through problem solving techniques as required.
- Conducts business in a professional manner and maintains a neat and orderly work area. Establishes and maintains a good working relationship with all bank personnel.
- Understands and adheres to security and compliance policies and procedures.
- Processes all transactions including deposits, withdrawals, transfers, check cashing, etc. in an accurate, efficient, professional manner within established guidelines and authority.
- Performs settlement procedures and balances cash drawer daily.
- Display a high level of professionalism, adhere to dress code policy, treat all people with dignity and respect, and perform in an ethical manner in all transactions and interactions
- Performs any other duties as may be assigned from time to time by management.

Sales and Service:

- Recognize/Identify cross sell and up sell opportunities and contribute to successful achievement of all customer service standards and sales goals
- Actively develop new customers and strengthen existing relationships

- Promote products and marketing initiatives as required while proactively matching products and benefits to the specific needs of customers

Operations and Compliance:

- Process transactions and respond to product and service inquiries quickly and effectively
- Comply with Federal and State Compliance Regulations as well Rockland Trust policies and procedures

We provide two weeks of paid training in the basics of the job. Further training is through on-the-job exposure, academic programs and company courses. There is ample opportunity to learn and to advance to higher level positions based on your interest in advancing your career and ability to learn.

Required Skills:

- Demonstrate good verbal and written communication and computer skills.
- Demonstrate sales and service oriented personality and maintain a professional appearance.
- Applicants must have a genuine desire to work with customers in a caring and empathetic way, with a positive approach to interactions with customers and team members.
- Position is responsible for providing excellent service to customers while supplying them with information on a variety of banking products that are suited to their individual needs.
- Duties performed require a high level of accuracy in cash handling and an expectation for cross-selling and up-selling products.
- Position requires constant customer contact.
- Position must be able to discern customer needs and recommend most appropriate product or service.
- Decisions are made under close scrutiny of immediate supervisor and may become more extensive as position gains in knowledge and experience.
- Errors in judgment at this level may result in monetary losses to the Bank and/or a breach of bank policy.

Working Environment:

- Normal office requirements with long periods of standing and continuous customer contact.
- The willingness to work within a flexible six or seven day work week as customer needs dictate.
- Must have the ability to lift and carry up to 50 pounds.
- Once hired, continued employment is dependent upon successful completion of Teller Training, which includes an exam.

Required Experience:

- High School Diploma or equivalent required
- Candidates should have 1-2 years prior teller experience or cash handling/customer service skills

Our goal is to offer our colleagues the most generous benefits package possible. We strive to provide colleagues with a comprehensive benefits package and an environment that supports a healthy work-life balance. Benefits include: Competitive compensation with performance incentive awards, Health Insurance, Dental Insurance, a 401K and DC Plan for your retirement, LTD & Life Insurance, Day Care Reimbursement, Tuition Assistance for graduate and undergraduate programs, an award winning Wellness program and much more!

At Rockland Trust you'll find a respectful and inclusive environment where everyone is given the chance to succeed. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Sales Associate – Hot Topic (Dartmouth)

Part-Time

Job Description:

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

WHAT YOU'LL DO

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

WHAT YOU'LL NEED

- Previous experience working in a retail environment. If you love music and pop culture, you're in the right place!
- Superpowers in providing customer service and selling
- You'll have to be at least 16 years of age to join the

fandom force

- Avenger like collaboration and communication skills
- The usual retail stuff: able to stand and walk around during scheduled hours, reaching for Merch using ladder, step stool and poles.
- You'll also have to be able to move around boxes awesome merchandise that may weigh up to 50 pounds

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

Real Estate Jobs – Advantage School of Real Estate

Kick Start your 2019 with a Career change!

Massachusetts Real Estate Salesperson course will be offered: Join us for our first session of 2019 starting on January 12th!

Tuition is only \$299 with LIVE Instructors. The format will be 2 weekend/4 day course offerings. Learn from two of the areas premier experts, Michael Amaral and Brian Cormier who have a combined 31 years in local real estate. The local market is still red hot and primed for additional growth, why not take advantage? <http://www.advantageschoolofre.com/about>

Did you know that to become a licensed Massachusetts salesperson, you must complete forty (40) hours of education at a Board approved real estate school such as Advantage School of Real Estate? This educational course consists of various subject matters to provide you with the knowledge to schedule your state examination. This information is crucial to successfully obtain your license.

Once your education is complete, they will provide you with a "Candidate Handbook" which will contain verification of your completed education and information to make an appointment to take the salesperson examination with the Board's test administrator. All information to take the examination will be contained in the Candidate Handbook. Upon passing the

examination you will be licensed at the test center.

Our weekend classes make it easier to attend LIVE training with experienced and knowledgeable Instructors!

Click **here** to get started!

Session #2

Class #1

Saturday, March 30, 2019

8:00am-3:00pm

Class #2

Sunday, March 31, 2019

8:00am-3:00pm

Class #3

Saturday, April 6, 2019

8:00am-2:30pm

Class #4

Sunday, April 7, 2019

8:00am-2:30pm

Class #5

Sunday, April 13, 2019

8:00am-2:30pm

Class #6

Sunday, April 14, 2019

8:00am-2:30pm

Advantage School of Real Estate

657 Quarry Street, Suite 30c

Fall River, MA 02723

*Tower Mill Building – 3rd floor behind Amaral & Associates
Real Estate Office with plenty of Free parking and a
convenient location*

Telephone: 508-686-1997

Follow them on **Facebook**.

ADVANTAGE

School Of Real Estate

Pipefitter – City of New Bedford's Department of Public Infrastructure

PAY: \$15.46hr – \$20.92hr

Fabricates and installs all related piping as pertaining to water distribution and sewage collection systems. Cuts, bends, threads, assembles and joins water piping and fitting made of copper, brass, lead, cast iron, steel, plastic or other composition; threads pipe using threading machine; cuts pipe using pipe saw, joins piping and fixtures by means of threaded, caulked, wiped, bell and spigot, soldered, brazed or cemented joints; installs and checks valves, hydrants and other wastewater and water system accessories. Installs manholes, catch basins, shoots grade utilizing pipe lasers and related survey tools to establish a grade. Subject to call 7 days per week, 24 hours per day for emergency work, to fill in on emergency watch, holidays, sickness and vacations.

Vocational or high school graduate or GED equivalent.

Experience in excavation and pipe installation preferred. Possession of a D-1 certification and knowledge of collection systems preferred. 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. This position is deemed essential personnel and must report for duty during emergency situations.

For application/complete job description, please visit 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

Environmental Project Manager – City of New Bedford

PAY: \$70,599 – \$88,257

Manages contaminated site projects at City properties. Coordinates with environmental consultants and engages in community outreach. Interfaces with the public to address concerns regarding impacted properties. Coordinates contaminated site assessment and cleanup activities. Integrates the efforts of consultants and City staff to ensure that environmental projects are conducted efficiently and cost effectively.

Represents the City's Environmental Stewardship Department in regulatory, academic, and legal fora. Attends meetings with regulators, presents projects and results at conferences and participates in environmental research conducted in New Bedford. Assists with environmental litigation.

Bachelor's Degree in engineering, geology, environmental studies or a related discipline. At least four (4) years of experience in the engineering, geology, environmental studies,

or related subject 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations.

At least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for

building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For complete job description and application instructions, visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

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 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. EE0

Interested in applying? See full details and how to apply

here.

Environmental Enforcement Inspector – City of New Bedford

PAY: \$15.80hr – \$21.52hr

Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with all City, State and Federal requirements.

Assists with implementation of meter program, backflow prevention device testing and sewer deduct meter inspection program. Ensures customer compliance with City Ordinances, as well as any State and/or Federal regulations.

Issues Violation Notices to achieve compliance with regulations. Initiates litigation against parties who fail to comply with departmental notices.

Responsible for maintaining organized documentation and record keeping of Water Division programs. Assists with data management of Water Division, including but not limited to, digitization of existing records, distribution system maintenance and repair records, and the City's data management program.

Graduation from high school or GED equivalent. Must possess excellent verbal and written communication skills. Possession of a Backflow Prevention Device Testing/Inspection license and proficiency in digital data management preferred. Possession of a valid Massachusetts driver's license and good driving record.

For application/complete job description, please visit 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. EE0

New Bedford has a residency requirement.

Project Coordinator – City of New Bedford

PAY: \$19.23hr – \$27.18hr

Interprets engineering data by applying knowledge of engineering principles in order to meet project objectives. Examines and/or reviews plans, designs and costs of proposed projects and requirements of environmental impact regulations. Inspects construction and/or maintenance work completed or in progress. Supervises work of contractors. Coordinates and assists in Chapter 90 State Aid Construction Projects, Federal Disaster Grants, and the City's Geographical Information System (GIS), as well as other special projects. Keeps abreast of changes and developments in the civil engineering discipline by attending conferences, meetings and seminars.

Must have attained knowledge equivalent to at least three years of full-time, or equivalent part-time, technical or professional experience in Civil Engineering work in such areas as construction design, transportation, sanitary, drafting, environmental, highway, architectural, airport, soils and materials of which at least one year must have been in a professional capacity; or any equivalent combination of the required experience and education. Degree in Civil Engineering preferred. Possession of a valid Massachusetts's driver's license with 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 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

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

Enforces parking regulations and restrictions. Receives daily assignments, which determine assigned area of responsibilities. Obtains information from the supervisor, or designee, requiring special attention. Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific violations. Possession of valid Massachusetts driver's license with a 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 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. EE0

Director of Facilities & Fleet – City of New Bedford

PAY: \$88,642 – \$110,811

- * Directs and administers all activities of the Facilities and Fleet Management Department.
- * Oversees maintenance and capital needs of City buildings and fleet.
- * Delegates various responsibilities to capable and competent subordinates that will ensure a positive outcome.

- * Manages the budget using responsible and sound fiscal practices.
- * Makes decisions regarding City owned assets in the best interest of the stakeholders while protecting assets and their value within the limits of the budget.
- * Monitors all leases of City owned property, unless under the custody and control of another department. Ensures that all lease conditions are being met.
- * Allocates resources to satisfy the maintenance and capital needs of approximately 90 City buildings.
- * Investigates advanced methods and technologies of accomplishing tasks that will result in greater efficiency.

Technical Degree in engineering, building trades, public administration, facility management, or a related field. 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 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

Compliance Officer – New Bedford Health Department

PAY: \$51,693 – \$64,622

Monitors and coordinates programs and activities and develops a strategic plan using the strategic prevention framework to prevent the use of alcohol, opioids, prescription drugs, and other drug use through local policy, practice, systems and environmental change. Under the direction of the Director of the Board of Health works with local partners and cluster communities to work on intervening variables identified by the strategic plan.

Maintain ongoing communication with Bureau of Substance Addiction Services (BSAS) program manager. Utilize and collaborate with the Massachusetts Technical Assistance Partnership for Prevention (MassTAPP). Attends all necessary meetings and trainings. Conduct data analyses and assist other program evaluators to provide empirical documentation for grant project activities and outcomes with the Massachusetts Department of Public Health. Responsible for timely submission of required reports.

Bachelor's Degree in nursing, public health, public administration, human services or a related discipline 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 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

Waste Reduction Assistant – Greater New Bedford Regional Refuse Management

JOB DESCRIPTION

Position: Waste Reduction Assistant

Classification: Non-Exempt

Reports To: Waste Reduction Coordinator

Salary: \$13.00 per hour (part-time; approximately 15 (not to exceed 19) hours per week; no benefits

Essential Job Functions:

- Assist Waste Reduction Coordinator and Assistant Waste Reduction Coordinator on waste reduction efforts in New Bedford & Dartmouth.
- Responsibilities include answering incoming phone calls, returning phone calls from voicemail messages, educating the

general public in person, distributing flyers, posting on social media, data entry in Excel, and assisting in the office.

- Has frequent contact with residents.
- Occasionally delivers recycling carts and bins to City buildings and businesses using a District pick-up truck and helps with errands.
- Assist with office work (e.g. copying and mailings).
- Work on special projects relating to waste reduction programs.
- Works flexible hours including some weekends.

Job Knowledge/ Skills

- Personal commitment to waste reduction
- Knowledge of New Bedford and Dartmouth waste reduction programs.
- Ability to communicate effectively orally and in writing.
- Ability to maintain accurate records; attention to detail is important.
- Skilled in operation of computer (including Microsoft Office software and performing Internet searches), telephone, photocopier, and fax machine.
- Proficiency or ability to become proficient in the use social media including Facebook, Twitter, and Instagram.
- Must possess a valid Massachusetts motor vehicle operator's license and have a good driving record.
- Must have neat handwriting.

Required Level of Education and Experience

- High school diploma. At least one year experience in an office setting and experience speaking with the public is desirable.
- Knowledge of Spanish or Portuguese is desirable.

Physical and Mental Demands:

- Occasionally moves items weighing up to 30 pounds from one location to another; Frequently moves about outside over uneven terrain (sometimes in adverse weather), inside District buildings, and to and from events, meetings, appointments,

neighborhoods and facilities in different locations;

- Frequently must be able to remain seated in an office or stand or walk for up to 3 hours; Must be able to listen to and clearly communicate verbally and in writing with employees and the public; Must have eyesight and hearing at or correctable to normal ranges; Ability to operate a keyboard at an efficient speed.

How to apply:

Applicants must submit a completed, signed application to be considered. Employment Application.

Submit the application, along with any other supporting information (such as a resume) to:

*Greater New Bedford Regional Refuse Management District
300 Samuel Barnet Blvd
New Bedford, MA 02745*

or by email to: lferreira@gnbrmdistrict.org

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

HELP WANTED: St. Vincent's Home is hiring for Clinician positions

Several full-time salaried opportunities are available for Saint Vincent's community-based behavioral health programs and

mental health clinic serving children, youth, and families.

Responsibilities:

- Strengths-based assessment and treatment planning
- Clinic, home-and community-based individual and family therapy
- Communication of clients' progress through case review meetings and case record documentation
- On-call clinical support of program

Flexible hours required including one early evening.

Benefits Include

- Health, dental and vision insurance
- 403B with employer match
- Child care reimbursement
- Wellness benefit
- Fully paid short term disability and life insurance

Supervision for licensure and significant professional development and training opportunities available.

Qualifications:

- Clinical master's degree required.
- LMHC or LICSW preferred.
- One to two years related experience with children, adolescents, and transitional age youth required.
- A valid driver's license is required.

We encourage Spanish and Portuguese speaking individuals to apply. We seek culturally competent, strengths-oriented personnel who possess an understanding of our communities served. St. Vincent's is an AA/E0E and a COA Accredited Agency.

Email resume to: jobs@stvincentshome.org

About us:

Saint Vincent's works with children, youth and families to restore relationships and support family permanence. Our staff provides in-home and community-based services, and outpatient behavioral health for children, youth and families. Emphasis is on trauma-informed, family-centered, compassionate care while Working with Children and Families to Preserve Hope.

Established in 1885 by the Sisters of Mercy and the Roman Catholic Diocese of Fall River as an orphanage, Saint Vincent's is now a multi-service, child- and family-serving behavioral health organization accredited by the Council on Accreditation (COA). Our Mission is Giving Children and Families in Need What They Need Most.

The South Coast Hot Jobs List – February 10, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of February 10, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Automotive Technician – Empire Ford

Empire Ford of New Bedford is part of the Empire Auto Group, a family owned and operated dealership, in the Southcoast area. Every employee is considered a part of our family and we are looking to add more members to our growing business.

We are expanding and are looking to hire more full-time Automotive Technicians with a minimum of 2 years experience. Must be able to troubleshoot, diagnose and repair components; communicate with others; willingness and ability to maintain current product technical knowledge, ability to estimate time

of service or repair of job for efficient scheduling; knowledge of parts requirements to complete a job; ability to comply with quality control and inspection requirements; self-starter who is organized and dependable.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent. Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills.

Must be able to perform basic computer skills and will be trained on how to use our internal system. Portuguese and Spanish speaking a plus. Contact us for details on our great benefits package!

Send your resume to: Joe Dio, Parts & Service Director,
jdio@buyempireautogroup.com

□

EMPIRE FORD OF NEW BEDFORD

395 Mt. Pleasant St.
New Bedford, MA 02746
1-800-395-1342

Open House Career Day – Riley Brothers, Inc.

Riley Brothers, Inc. is an underground utility contractor offering superior services with outstanding results and is hosting an open house career day! We are hiring for LABORERS, CDL DRIVERS & EQUIPMENT OPERATORS. If you want a job in construction then come build your **future** with us!

Bring your driver's license and a good attitude – apply and interview on the **same** day!

Riley Brothers

479 Mt. Pleasant St
New Bedford MA

Facebook: facebook.com/rileybrothersinc/

Website: rileybrothers.net/



Production Operators – Globe Composite Solution

Globe Composite Solutions in Stoughton MA Is looking to add several new Production Technicians to their team due to expansion! Competitive pay based on experience with benefits starting after 30 days of employment. Part time and full time positions are available. Globe offers a 4 day work week from 6:00AM-4:30PM. (Ten hour shifts either Sunday-Wednesday or Wednesday-Saturday). Part time options are Monday-Friday 9:00AM-1:00PM. You can apply by clicking the link below or emailing your resume to:

jgordon@globecomposite.com

Full Job Description:

Globe Composite Solutions is a well-established, fast growing technology company South of Boston serving Fortune 1000 customers by designing, engineering and manufacturing high performance composites for defense and industrial applications. We have built a solid reputation among our customer base as an innovative and reliable provider of cost-effective composite-based solutions.

Originally founded in 1890 as a rubber company in downtown Boston, Globe has evolved into a full-service, design-to-manufacturing company with a passion to meet demanding performance requirements for a wide variety of applications. The company possesses a broad set of design, prototyping, and manufacturing capabilities to address just about any product challenge. As a result, the company has built a solid reputation among its Fortune 1000 customer base as an innovative and reliable provider of cost-effective composite-based solutions.

As an ISO 9001:2015 certified company for both design and manufacturing, Globe's credentials are unique among non-metallic specialists, including an extensive machining and fabrication center to allow for rapid prototyping and testing.

Globe is truly an "American-made" company, with virtually all design, tooling, prototyping, and production services supported in-house at our state-of-the art design & technology center located in Stoughton, MA.

Production Technicians are responsible for performing routine building maintenance tasks. Performance of building maintenance tasks in one or more fields (e.g. carpentry; electrical; heating, ventilation, and air conditioning (HVAC);plumbing, etc.); Perform general cleaning. Perform other tasks as assigned.

Required Experience:

1. Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check sheet.
2. Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
3. Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
4. Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
5. Re-configures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
6. Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
8. Order parts and maintain required documents.
9. Performs other work-related duties as assigned.

*****Must be a U.S. Citizen*****

Globe Composite Solutions, Ltd. performs a full background check and drug testing prior to employment.

Globe Composite Solutions is a Federal Contractor which requires U.S. Citizenship for employment at our facilities.

Globe Composite Solutions has a zero-tolerance policy for all federally illegal substances, including marijuana.

Please send your resume to jgordon@globecomposite.com

Contact Jennifer for more information (508) 681 6814



<https://www.globecomposite.com/composite-careers>

Customer Service Rep – Enos Home Medical

Responsibilities and Duties:

- Answers incoming phone calls (within a minimum of 3 rings) in a pleasant and professional manner- takes customer orders.
- Maintains open communication with patients/clients and referral sources.
- Responds to patient/client questions and problems.
- Services walk-in customers.
- Assists in preparing driver routes, logs route changes, and driver communication on route sheets as they occur.
- Sets up new patient/client files.
- Verifies private insurance, Medicare, Medicaid coverage.
- Keys direct sales invoices into the computer
- Pulls and keys orders into the computer.
- Prepares invoices for the following day's route deliveries.
- Maintains rental files by verifying customer is still using equipment verifying Medicaid coverage each month and following up on Medicaid Pending patients
- Types follow-up referral letters.
- Complete incoming fax and mail orders in a timely manner
- Performs other duties as requested.

Qualifications:

Education:

- Graduate of an accredited high school.

Experience/Knowledge:

- Previous data entry experience.
- Typing and 10-key skills.
- Excellent organizational and communication skills (verbal and written).
- Excellent interpersonal and teamwork skills.
- Ability to work well under pressure
- Ability to maintain confidentiality and resolve conflict effectively and professionally.
- Ability to multi-task, pay attention to detail, and excellent time management skills

After a 90-day, probationary period we offer the following benefits for full-time employees:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K Plan
- Paid Time Off
- Customer Service Incentive Program

Enos Home Oxygen & Medical Supply, Inc. is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law.

Interested candidates can apply via email by sending your resume to employment@enoshomemedical.com.

Assistant Store Manager – The TJX Companies, Inc. (Dartmouth)

Maxx life! Come check out the opportunities at TJ Maxx, where we strive to provide opportunities for growth, recognition and

work-life balance. TJ Maxx delivers great value on ever-changing selections of brand name and designer fashions at prices generally 20%-60% below department and specialty store regular prices, on comparable merchandise, every day. The only thing better than shopping at TJ Maxx is working at TJ Maxx! You can also feel good knowing you are joining The TJX Companies, Inc., a Fortune 100 company and the leading off-price retailer of apparel and home fashions in the U.S. and worldwide.

In addition to TJ Maxx, TJX's retail chains include Marshalls, HomeGoods, Sierra Trading Post and Homesense, as well as sierratradingpost.com in the U.S.; Winners, HomeSense and Marshalls in Canada; TK Maxx in the U.K., Ireland, Germany, Poland, Austria and the Netherlands, as well as Homesense and tkmaxx.com in the U.K.; and TK Maxx in Australia. As a retailer committed to growth, success is always in style at TJX!

Responsibilities:

- Assist a Store Manager in the areas of Merchandising, Operations, Customer Service and Human Resources within a high volume store location
- Develop creative plans to increase store sales
- Oversee and monitor loss prevention and operational programs
- Ensure every customer has a positive shopping experience
- Hire, train, supervise and develop a large team of hourly Associates
- Manage the daily activity of the sales floor, backroom, front end and cash office

Requirements:

- Two years' of retail leadership experience as an Assistant or Store Manager
- Excellent interpersonal, communication and follow through skills
- Proven ability to manage, develop and motivate a large team
- Previous volume responsibility of \$5 million or more

What's In It For You?

In addition to our open door policy and supportive work environment, we also strive to provide a competitive salary and benefits package.

TJX considers all applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, gender identity and expression, marital or military status, or based on any individual's status in any group or class protected by applicable federal, state, or local law. TJX also provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law.

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

Waste Reduction Assistant – Greater New Bedford Regional Refuse Management

JOB DESCRIPTION

Position: Waste Reduction Assistant

Classification: Non-Exempt

Reports To: Waste Reduction Coordinator

Salary: \$13.00 per hour (part-time; approximately 15 (not to exceed 19) hours per week; no benefits

Essential Job Functions:

- Assist Waste Reduction Coordinator and Assistant Waste Reduction Coordinator on waste reduction efforts in New Bedford & Dartmouth.
- Responsibilities include answering incoming phone calls, returning phone calls from voicemail messages, educating the general public in person, distributing flyers, posting on social media, data entry in Excel, and assisting in the office.
- Has frequent contact with residents.
- Occasionally delivers recycling carts and bins to City

buildings and businesses using a District pick-up truck and helps with errands.

- Assist with office work (e.g. copying and mailings).
- Work on special projects relating to waste reduction programs.
- Works flexible hours including some weekends.

Job Knowledge/ Skills

- Personal commitment to waste reduction
- Knowledge of New Bedford and Dartmouth waste reduction programs.
- Ability to communicate effectively orally and in writing.
- Ability to maintain accurate records; attention to detail is important.
- Skilled in operation of computer (including Microsoft Office software and performing Internet searches), telephone, photocopier, and fax machine.
- Proficiency or ability to become proficient in the use social media including Facebook, Twitter, and Instagram.
- Must possess a valid Massachusetts motor vehicle operator's license and have a good driving record.
- Must have neat handwriting.

Required Level of Education and Experience

- High school diploma. At least one year experience in an office setting and experience speaking with the public is desirable.
- Knowledge of Spanish or Portuguese is desirable.

Physical and Mental Demands:

- Occasionally moves items weighing up to 30 pounds from one location to another; Frequently moves about outside over uneven terrain (sometimes in adverse weather), inside District buildings, and to and from events, meetings, appointments, neighborhoods and facilities in different locations;
- Frequently must be able to remain seated in an office or stand or walk for up to 3 hours; Must be able to listen to and clearly communicate verbally and in writing with employees and the public; Must have eyesight and hearing at or correctable

to normal ranges; Ability to operate a keyboard at an efficient speed.

How to apply:

Applicants must submit a completed, signed application to be considered. Employment Application.

Submit the application, along with any other supporting information (such as a resume) to:

*Greater New Bedford Regional Refuse Management District
300 Samuel Barnet Blvd
New Bedford, MA 02745*

or by email to: lferreira@gnbrmdistrict.org

Cashier/Customer Service – Cumberland Farms

Part-time, Full-Time

As a Retail Sales Associate, you are more than a clerk; you are the face of Cumberland Farms to our customers. Whether you are looking for an incredible full-time career, or a great part-time job, the Retail Sales Associate position is essential in our company.

Responsibilities as a Retail Sales Associate would include:

- Providing a pleasant shopping experience for all customers.
- Providing prompt, efficient and courteous customer service.
- Maintaining a clean, customer friendly environment in the store.
- Completing customer transactions and responding to customer inquiries.
- Replenishing products and supplies to ensure our products are well stocked.
- Assisting the Store Manager with the proper execution of all store level merchandising and marketing programs.
- Performing all regular cleaning activities and other tasks as outlined by the Store Manager

Benefits offered:

- Paid time off
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Other types of insurance
- Retirement benefits or accounts
- Education assistance or tuition reimbursement
- Employee discounts
- Flexible schedules
- Workplace perks such as food/coffee and flexible work schedules

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

Sales Associate – Famous Footwear – Famous Footwear

At Famous Footwear, our shoes empower us to step forward and become our best selves. When we are inspired to be our best, our potential is limitless. Make the next step in your retail career with Famous Footwear.

We seek Sales Associates who:

- Sell lots of shoes to meet and exceed sales goals
- Are friendly, outgoing and help our customers find and purchase top name-brand footwear
- Keep our stores looking great and stocked with newest arrivals
- Joining our team as a Sales Associate is your first step forward in a career with Famous Footwear!

Famous Footwear is a retail division of Caleres, a \$2.6 billion footwear company with a diverse portfolio of global footwear brands, which fit people's lives. We offer competitive pay, career advancement opportunities and a 30% shoe discount. Apply today!

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

Nurse/Health Manager position – P.A.C.E. Headstart

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

QUALIFICATIONS: RN licensure required in the State of Massachusetts and the understanding of the policies and procedures that govern Early Childhood Learning Programs. Bilingual skills preferred. Must be able to pass a background check.

Must be physically able to safely supervise pre-school children and attend to the scope of the duties listed in the job description including, but not limited to: lifting a child up to 40 lbs., able to climb stairs, walk moderate distances for home visits and related activities.

JOB SUMMARY: The Nurse/Health Manager will oversee the operations of the Health Service area of P.A.C.E., Head Start. This position will assist the program in adhering to the NAEYC, EEC, and Federal Program Standards regarding the physicals and vaccinations for children in the program ranging from birth to 5 years old. Will be responsible for supervising the Health Assistants; perform mandatory vision, hearing, and health screenings for all children. This role will work professionally and possess the communication skills necessary to work collaboratively with other staff, parents, and community members to support Head Start in understanding the health needs of the population and developing strategies to address those needs.

Low cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available.

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

Deadline to apply: 5:00 p.m., Friday, January 4, 2019

Must e-mail a cover letter with your mailing address, title of

position, and resume/application to:
hrjobapplications@paceinfo.org or mail the same information to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

Servers/Hosts – TGI Friday's (Dartmouth)

Part-time

We are currently hiring for Hosts and Servers at this location. We are seeking candidates who are motivated, team oriented, friendly, dependable, and have the drive to provide excellent guest service!

Hosts : A qualified candidate:

- Greets incoming and departing Guests warmly
- Seats Guests in the bar or dining area and ensures a smooth handoff to the service staff.
- Promptly answers incoming calls to the restaurant and provides appropriate service
- Manages the flow of Guests into the Dining and bar areas, provides accurate wait times to incoming Guests if appropriate
- Follows all relevant brand standards for service

Servers (must have 3 months exp): A qualified candidate:

- Greets guests, build rapport, and ensure an enjoyable, quality dining experience
- Ask questions to identify the experience the Guests wants
- Promptly and accurately takes food and beverage requests from Guests
- Ensures expedient service of food and beverages to the Guest, checks frequently to ensure everything is to the Guests' specifications
- Learn TGIF menu and beverages
- Following all relevant brand standards for service

- Accurately rings all orders into the POS system

QUALIFICATION REQUIREMENTS

- Must be 18+ years of age
- Must have previous relevant job experience
- Must be friendly and outgoing by nature
- Must be dressed neatly and well-groomed in company approved uniform at all times
- Must be capable of operating a P.O.S. system
- Must be able to calmly respond to angry Guests and notify a Manager
- Must be able to hear well amongst loud background noise
- Must be able to lift up to 30 lbs

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

All Around Host/Floor Guard – Carousel Family Fun Center (Fairhaven)

\$12-\$13 an hour, Part-time

Job Description

Counter Help wanted week days and weekends mornings and afternoons. Experience helpful.

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

Cashier and Customer Service – Dunkin' Donuts (New Bedford & Dartmouth)

Part-time

Job Description

Floor Guard/All Around Host at Carousel Family Fun Center – Fairhaven, MA. Your responsibility includes: keeping clientele entertained, supervising the activity and behavior of the skaters on the floor.

Requirements:

- An outgoing personality and a high energy level are a must!
- Play games, promote upcoming events and entertain people
- Can roller skate
- Excellent customer service skills and strong verbal communication skills
- Ability to multi-task and work well with others
- Basic computer knowledge.
- Must be 18 years or older – Ideal for High School/College Student
- Must be available for weekend work and have reliable transportation

The Carousel Family Fun Centers of Fairhaven and Whitman, Massachusetts, is a roller skating venue specializing in providing a safe, clean, fun and friendly environment for families, schools and the community.

Experience:

Skating: 1 year (Required)

Education:

- High school or equivalent (Required)

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

Retail Staff (Various Positions) – GameStop (Dartmouth)

Job Descriptions:

Assistant Store Manager – will support the Store Manager in all facets of store operations including ensuring that the store staff provides friendly, open and enthusiastic customer service, in person and on the phone. This includes answering questions and assisting with product selection, purchases, and returns. Ensure that the store is clean, well-organized, and properly merchandised at all times, and that all policies, procedures, and controls are followed. Supervise up to 5 or more Game Advisors by planning, organizing, and delegating

work.

Senior Game Advisor (Shift Leader) – will assist the store management team in supervising all store activities as well as providing friendly, open and enthusiastic service to customers, in person and on the phone, including answering questions and assisting with product selection, purchase, or return. Assist with store merchandising, inventory control, loss prevention, restocking, store cleaning and maintenance.

Game Advisor (Sales Associate) – provide outstanding customer service experience using elements of GameStop's buy, sell, trade, and reservation business model, The Circle of Life. Working under direct supervision, this position ensures customers are greeted on the sales floor, informed of trade, reservation and loyalty program benefits and thanked. Game Advisors also share product knowledge with customers, ensures products are easy to see and buy, processes customer transactions, and provides a clean, organized store environment in which to shop. The principal business outcome for this role is higher levels of overall store performance and customer satisfaction.

Job Requirements

- Qualified Assistant Store Manager candidates will possess the following:
 - High School diploma or GED required, some college preferred.
 - Must be at least 18 years old.
 - 2 yrs. in retail sales, customer service, and /or management experience preferred.
 - Video game knowledge preferred.

Qualified Senior Game Advisor (Shift Leader) candidates will possess the following:

- High School diploma or GED.
- Must be at least 18 years old.
- Retail sales and /or management experience preferred.
- Video game knowledge preferred.

Qualified Game Advisor (Sales Associate) candidates will possess the following:

- High School diploma.
- Must be at least 18 years old.
- Retail experience preferred.
- Video game knowledge preferred.

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

Sales Floor Associate – Dollar Tree

Part-time

Job Description

- Responsible for assisting with the complete operations of assigned store, in conjunction with assigned tasks and duties.
- Assist in the merchandising of the store.
- Fully cross-trained to assist with cash register operations, customer service and stock replenishment.

Principal Duties and Responsibilities

- Handle all sales transactions while operating assigned cash register.
- Maintains security of all cash.
- Protects all company assets.
- Maintains a high level of good customer service.
- Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors.
- Receives merchandise.
- Assist with unloading trucks.
- Works in a safe manner.
- Adheres to and upholds policies and procedures.

Minimum Requirements/Qualifications

- General math skills to allow for cash accounting.
- Strong verbal communication skills to allow for proper interaction with customers.
- High level of integrity and honesty; will be responsible for handling cash.

-

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. This is not to be considered a complete list of job duties, which appear in the job description for this position, and which may be amended from time to time at the discretion of Dollar Tree. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor. Dollar Tree is an equal opportunity employer.

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

Cashier/Sales Associate – Kyler's Catch Seafood Market and Kitchen

Part-time

As a new hire, responsibilities would initially include cashing out customer purchases at the register, stocking store shelves and product showcases when needed, and minimum kitchen prep duties.

High School graduate equivalency, US citizenship, and 1 year experience in retail required. Seafood experience a plus.

Experience:

- Retail: 1 year (Preferred)

Benefits offered:

- Workplace perks such as food/coffee and flexible work schedules

Work needed:

- Weekends
- Holidays

Shift:

- Swing

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

Sales Associate – Hot Topic (Dartmouth)

Part-Time

Job Description:

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

WHAT YOU'LL DO

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

WHAT YOU'LL NEED

- Previous experience working in a retail environment. If you

love music and pop culture, you're in the right place!

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

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

Associate City Solicitor – City of New Bedford

PAY: \$70,599 – \$88,257

Provides legal advice on a daily basis to City officials and employees. Serves as principal attorney for assigned City departments, boards and commissions. Represents the City in courts and before administrative agencies. Prepares legal memoranda, briefs, pleadings and other documents in connection with such representation. Monitors litigation in which the City is represented by outside counsel. Conducts factual investigations and develops legal recommendations based on information obtained in investigations.

A Juris Doctorate degree from an accredited law school. At least 5 years of relevant legal, litigation, or municipal law work experience. License to practice law in the Courts of the Commonwealth of Massachusetts. Member of the Massachusetts State Bar. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency

requirement. EE0

Real Estate Jobs – Advantage School of Real Estate

Kick Start your 2019 with a Career change!

Massachusetts Real Estate Salesperson course will be offered: Join us for our first session of 2019 starting on January 12th!

Tuition is only \$299 with LIVE Instructors. The format will be 2 weekend/4 day course offerings. Learn from two of the areas premier experts, Michael Amaral and Brian Cormier who have a combined 31 years in local real estate. The local market is still red hot and primed for additional growth, why not take advantage? <http://www.advantageschoolofre.com/about>

Did you know that to become a licensed Massachusetts salesperson, you must complete forty (40) hours of education at a Board approved real estate school such as Advantage School of Real Estate? This educational course consists of various subject matters to provide you with the knowledge to schedule your state examination. This information is crucial to successfully obtain your license.

Once your education is complete, they will provide you with a “Candidate Handbook” which will contain verification of your completed education and information to make an appointment to take the salesperson examination with the Board’s test administrator. All information to take the examination will be contained in the Candidate Handbook. Upon passing the examination you will be licensed at the test center.

Our weekend classes make it easier to attend LIVE training with experienced and knowledgeable Instructors!

Click **here** to get started!

Session #2

Class #1

Saturday, March 30, 2019

8:00am-3:00pm

Class #2

Sunday, March 31, 2019

8:00am-3:00pm

Class #3

Saturday, April 6, 2019

8:00am-2:30pm

Class #4

Sunday, April 7, 2019

8:00am-2:30pm

Class #5

Sunday, April 13, 2019

8:00am-2:30pm

Class #6

Sunday, April 14, 2019

8:00am-2:30pm

Advantage School of Real Estate

657 Quarry Street, Suite 30c

Fall River, MA 02723

*Tower Mill Building – 3rd floor behind Amaral & Associates
Real Estate Office with plenty of Free parking and a
convenient location*

Telephone: 508-686-1997

Follow them on **Facebook**.

ADVANTAGE

School Of Real Estate

Cashier Associate – Fairhaven Smoke Shop (Fairhaven)

\$28,000 – \$48,000 a year, Part-time

Job Description:

This job requires knowledge in the Smoke and Vape industry. Bilingual is a plus... Must be a quick learner, and want to work in a professional atmosphere... Other duties include Sales, customer service, cleaning store, cashier, inventory counts, lift 20lbs., etc....

Must have a high school diploma or equivalent, be great at money handling, responsible, product knowledge is a MUST!!! We are also looking for social media marketing experience and some basic computer/ technology skills. Our customer service is second to none. We pride ourselves in customer service, looking for people with great personalities and people pleasers with social experience.

Experience:

- Customer service: 3 years (Preferred)

This job will require you to pass a background check:

- Yes

Overtime often available:

- No

Work needed:

- Evenings
- Weekends
- Holidays

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

Production Team Member – Sid Wainer & Son (Mattapoisett)

Description

The production team member is responsible for picking, packing and repackaging product in a timely, efficient manner. The repack clerk is also responsible for adhering to HACCP and SQF policies/procedures and maintaining the cleanliness of all work areas.

Essential Duties and Responsibilities:

- Repackage product from bulk containers into smaller packages to prepare for shipment.
- Rework distressed produce in accordance with company guidelines.
- Produce packaged items in accordance with identified order/customer specifications.
- Help maintain the cleanliness of the warehouse, including sweeping and trash removal.
- Operate warehouse equipment, such as forklifts and pallet jacks.
- Add/remove recycled boxes from baler machinery as necessary.
- Select cases to be made (pick), label and put away (pack).
- Perform tasks in accordance with HACCP and Safe Quality Food (SQF) policies and procedures, as appropriate for location.
- Observe all Company safety policies and procedures, ensuring proper PPE (personal protective equipment) is in use at all times.
- Perform all duties and responsibilities in an ethical manner and in accordance with Company policies and procedures.

Required, Education and Experience:

- High School Diploma or G.E.D preferred.

Experience

- 1+ years of previous work experience.
- Experience in a food processing environment preferred.
- Familiarity with SQF and HACCP policies and procedures is a plus.

Additional Eligibility Qualifications

- Reliable transportation to our Mattapoisett facility required.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration on the production floor. The noise level in the work environment can be loud.

Position Type and Expected Hours of Work

This is a full-time position. Days of work are Monday through Sunday, with 40 hours per week. Hours of work are 8 hours scheduled daily, with mandatory overtime as needed. Must have the ability to work weekends and extended hours.

Benefits

- Health Insurance
- Dental Insurance
- Paid vacations and holidays
- 401 K
- Life Insurance
- Alcohol & Drug Free workplace

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

Barista – Starbucks (Dartmouth)

Job Summary and Mission

This position contributes to Starbucks success by providing legendary customer service to all customers. This job creates

the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Models and acts in accordance with Starbucks guiding principles.

Summary of Key Responsibilities

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

- Recognizes and reinforces individual and team accomplishments by using existing organizational methods.
- Maintains regular and punctual attendance

Summary of Experience

- No previous experience required

Basic Qualifications

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

Required Knowledge, Skills and Abilities

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

Starbucks is an equal opportunity employer of all qualified individuals; including minorities, women, veterans, and individuals with disabilities, and regardless of sexual orientation or gender identity. Starbucks will consider for employment qualified applicants with criminal histories in a

manner consistent with all federal, state, and local ordinances.

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

Store Employee – 7-Eleven (Fairhaven)

Overview

Franchisees typically rely on Sales Associates to provide outstanding service, maintain a clean, customer friendly environment, stock and merchandise products, and operate the register. Franchisees expect store employees to demonstrate reliability, honesty, and greet customers with a smile.

What might you do?

- Provide prompt, efficient and courteous customer service
- Drive sales through effective communication with customers
- Maintain a clean, customer friendly environment in your franchisee's store
- Ring sales and maintain cash control
- Perform all regular cleaning activities, and other tasks included in your job assignments
- Forecast, order and stock merchandise (with appropriate training)
- Check in merchandise deliveries from vendors

Responsibilities

While physical requirements for store employees may change depending on your franchisee, the position typically requires constant standing, bending, reaching, frequent lifting of 1-5 lbs, and occasional lifting of up to 40 -50 lbs.

Qualifications

You acknowledge and understand that this position is for a potential employment opportunity at a 7-Eleven convenience store operated by an independent contractor franchisee of 7-Eleven, Inc., and is not for a potential employment opportunity at 7-Eleven, Inc. The information you provide will

be provided directly to the franchisee. You must communicate directly with the franchisee who will conduct the entire hiring process. The franchisee is solely responsible for all hiring decisions and other employment matters and may contact you to request additional information or conduct an interview. 7-Eleven Franchisees are Independent Contractors who are solely responsible to control the manner and means of the day to day operation of their stores. As such, each Franchisee solely controls all aspects of his or her employment practices.

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

Baker – The Baker

\$13 – \$14 an hour, Part-time

Job Description

This position is responsible for starting the morning bake. It is a 2-3 am start time depending on volume and requires punctuality, responsibility and the ability to move in a fast pace environment.

The morning baker is responsible for the following:

- Mixing of doughs using 20-30 quart mixer
- Panning and proofing all croissants, rolls, buns, etc.
- Egg washing and finishing all croissants, rolls, buns, etc.
- Scoop muffins, quickbreads, etc.
- Preparation of muffins, quickbreads, scones, batters, fillings, etc from scratch following recipes
- Shaping of some bread dough, proofing and baking
- Maintain cleanliness and order throughout the morning bake
- Must be able to lift 50 pounds and have no problem standing for 8 hours
- Must be able to work in front of hot, convection ovens and using timers and follow directions to make sure things don't burn!

- We are looking to fill this position immediately.

Experience:

- Baking: 1 year (Required)

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

Crew – AMC Theatres*Part-time*

Deliver superior service while connecting with our guests and supporting efforts to achieve AMC's financial goals.

Opening Statement

AMC amazing. That's the promise we deliver to nearly 35,000 associates, 240 million guests domestically, and 350 million guests worldwide each year. We focus on delivering friendly, superior service to our guests. We lead by example, giving back to the communities we live and work in while having fun. If you feel motivated and energized by our culture, and if you can name your three favorite movies in the next 30 seconds, then AMC may be the right place for you.

Minimum Job Requirements**Requirements to be performed, with or without reasonable accommodation:**

- Standing, walking, lifting, twisting, and bending on a frequent basis.
- Ability to lift up to 50 pounds and carry it up to 90 feet (or deposit into dumpster or trash compactor).

ESSENTIAL FUNCTIONS

- All associates may be considered for cross-training; some may be assigned duties in one or more areas at management discretion. General responsibilities for all positions include, but are not limited to:
 - Exhibit excellent guest service skills.

- Present a calm demeanor that deters others from engaging in disruptive conduct, while encouraging a positive interaction with guests.
- Answer guest questions courteously and accurately or quickly direct them to the appropriate resource.
- Work effectively with supervisors and co-workers.
- Ability to effectively multitask as needed, including but not limited to greeting guests, tearing and scanning tickets, checking IDs, directing guests and answering guest questions.
- Demonstrate consistent and effective sales techniques by meeting expectations for loyalty card sales, suggestive selling, upselling, merchandising, and sampling.
- Complete transactions by greeting each guest, identifying the guest's request, operating point-of-sale terminals, making change accurately, completing loyalty transactions, and thanking guests.
- Ensure the security of all cash, receipts and tickets.
- Enforce the movie ratings system courteously and effectively. Uphold "zero tolerance" policy in regard to ID checking.
- Distribute, ensure proper working order of, and understand how to operate Assisted Moviegoing Equipment.
- Clean and maintain the exterior and interior areas of the theatre including auditoriums, restrooms, lobbies, concession areas, and box office areas.
- Perform nightly custodial duties as necessary, including but not limited to vacuuming, mopping, seat-cleaning, sanitizing restroom fixtures, etc.
- Control access to the theatre.
- Frequently monitor auditoriums for picture and sound quality, temperature, lighting levels, audience behavior, and film piracy.
- Perform daily stocking and maintenance duties.
- Ability to work and meet deadlines with minimal supervision.
- Follow all procedures to ensure a safe work environment, as well as the safety of our guests.
- Follow instructions on safe use of all chemicals/cleaning

materials.

- Uphold AMC's Business Practice Standards and ensure compliance with company programs.
- Maintain regular personal attendance for all scheduled shifts.
- Assist with other Crew functions and perform other duties as directed.

UNIFORM

- Provided by Theatre: Black t-shirt, nametag.
- Provided by Associate: Black pants, black shoes, socks, black belt.

AMC and its subsidiaries are committed to equal employment opportunity and complies with all applicable federal, state, and local employment laws. AMC strictly prohibits and does not tolerate discrimination and will provide equal employment opportunities to all applicants without regard to an applicant's race, color, religion, creed, gender, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, age, disability, military status, veteran status, genetic information, or any other reason prohibited by applicable federal, state, or local law, regulation, or ordinance. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, promotion, discipline, compensation, benefits, and termination of employment.

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

Pipefitter – City of New Bedford's Department of Public Infrastructure

PAY: \$15.46hr – \$20.92hr

Fabricates and installs all related piping as pertaining to water distribution and sewage collection systems. Cuts, bends,

threads, assemblies and joins water piping and fitting made of copper, brass, lead, cast iron, steel, plastic or other composition; threads pipe using threading machine; cuts pipe using pipe saw, joins piping and fixtures by means of threaded, caulked, wiped, bell and spigot, soldered, brazed or cemented joints; installs and checks valves, hydrants and other wastewater and water system accessories. Installs manholes, catch basins, shoots grade utilizing pipe lasers and related survey tools to establish a grade. Subject to call 7 days per week, 24 hours per day for emergency work, to fill in on emergency watch, holidays, sickness and vacations.

Vocational or high school graduate or GED equivalent. Experience in excavation and pipe installation preferred. Possession of a D-1 certification and knowledge of collection systems preferred. 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. This position is deemed essential personnel and must report for duty during emergency situations.

For application/complete job description, please visit 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. EE0

Diesel Engine Repairman – City of New Bedford

PAY: \$15.42hr – \$23.00hr

Performs various types of skilled repairs on all types of diesel equipment in use by the City to determine repair costs, maintenance work in the area of electrical, fuel, ejectors, and ignition problems. Disassembles, overhauls, removes and replaces all types of engines. Assembles and disassembles

transmissions. Knowledge of various hydraulic systems, clutch replacements and components. Performs track replacements and various components, brake jobs, and other miscellaneous maintenance tasks requested. Works on emergency vehicles. Performs all preventative maintenance and any related work. Ability to write detailed reports and estimate repair costs.

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license. Possession of Class B CDL or the ability to obtain one within six months of hire. 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 or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO New Bedford has a residency requirement.

Environmental Project Manager – City of New Bedford

PAY: \$70,599 – \$88,257

Manages contaminated site projects at City properties. Coordinates with environmental consultants and engages in community outreach. Interfaces with the public to address concerns regarding impacted properties. Coordinates contaminated site assessment and cleanup activities. Integrates the efforts of consultants and City staff to ensure that environmental projects are conducted efficiently and cost effectively.

Represents the City's Environmental Stewardship Department in

regulatory, academic, and legal fora. Attends meetings with regulators, presents projects and results at conferences and participates in environmental research conducted in New Bedford. Assists with environmental litigation.

Bachelor's Degree in engineering, geology, environmental studies or a related discipline. At least four (4) years of experience in the engineering, geology, environmental studies, or related subject 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations.

At least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For complete job description and application instructions, visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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 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](#).

Environmental Enforcement Inspector – City of New Bedford

PAY: \$15.80hr – \$21.52hr

Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with all City, State and Federal requirements.

Assists with implementation of meter program, backflow prevention device testing and sewer deduct meter inspection program. Ensures customer compliance with City Ordinances, as well as any State and/or Federal regulations.

Issues Violation Notices to achieve compliance with regulations. Initiates litigation against parties who fail to comply with departmental notices.

Responsible for maintaining organized documentation and record keeping of Water Division programs. Assists with data management of Water Division, including but not limited to, digitization of existing records, distribution system maintenance and repair records, and the City's data management program.

Graduation from high school or GED equivalent. Must possess excellent verbal and written communication skills. Possession of a Backflow Prevention Device Testing/Inspection license and proficiency in digital data management preferred. Possession of a valid Massachusetts driver's license and good driving

record.

For application/complete job description, please visit 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. EE0

New Bedford has a residency requirement.

Project Coordinator – City of New Bedford

PAY: \$19.23hr – \$27.18hr

Interprets engineering data by applying knowledge of engineering principles in order to meet project objectives. Examines and/or reviews plans, designs and costs of proposed projects and requirements of environmental impact regulations. Inspects construction and/or maintenance work completed or in progress. Supervises work of contractors. Coordinates and assists in Chapter 90 State Aid Construction Projects, Federal Disaster Grants, and the City's Geographical Information System (GIS), as well as other special projects. Keeps abreast of changes and developments in the civil engineering discipline by attending conferences, meetings and seminars.

Must have attained knowledge equivalent to at least three years of full-time, or equivalent part-time, technical or professional experience in Civil Engineering work in such areas as construction design, transportation, sanitary, drafting, environmental, highway, architectural, airport, soils and materials of which at least one year must have been in a professional capacity; or any equivalent combination of the required experience and education. Degree in Civil Engineering preferred. Possession of a valid Massachusetts's driver's license with 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 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

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

Enforces parking regulations and restrictions. Receives daily assignments, which determine assigned area of responsibilities. Obtains information from the supervisor, or designee, requiring special attention. Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific violations. Possession of valid Massachusetts driver's license with a 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 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

Director of Facilities & Fleet – City of New Bedford

PAY: \$88,642 – \$110,811

- * Directs and administers all activities of the Facilities and Fleet Management Department.
- * Oversees maintenance and capital needs of City buildings and fleet.
- * Delegates various responsibilities to capable and competent subordinates that will ensure a positive outcome.
- * Manages the budget using responsible and sound fiscal practices.
- * Makes decisions regarding City owned assets in the best interest of the stakeholders while protecting assets and their value within the limits of the budget.
- * Monitors all leases of City owned property, unless under the custody and control of another department. Ensures that all lease conditions are being met.
- * Allocates resources to satisfy the maintenance and capital needs of approximately 90 City buildings.
- * Investigates advanced methods and technologies of accomplishing tasks that will result in greater efficiency.

Technical Degree in engineering, building trades, public administration, facility management, or a related field. 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 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

Compliance Officer – New Bedford Health Department

PAY: \$51,693 – \$64,622

Monitors and coordinates programs and activities and develops a strategic plan using the strategic prevention framework to

prevent the use of alcohol, opioids, prescription drugs, and other drug use through local policy, practice, systems and environmental change. Under the direction of the Director of the Board of Health works with local partners and cluster communities to work on intervening variables identified by the strategic plan.

Maintain ongoing communication with Bureau of Substance Addiction Services (BSAS) program manager. Utilize and collaborate with the Massachusetts Technical Assistance Partnership for Prevention (MassTAPP). Attends all necessary meetings and trainings. Conduct data analyses and assist other program evaluators to provide empirical documentation for grant project activities and outcomes with the Massachusetts Department of Public Health. Responsible for timely submission of required reports.

Bachelor's Degree in nursing, public health, public administration, human services or a related discipline 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 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

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

Riley Brothers, Inc. hosting Open House Career Day, February 12

Riley Brothers, Inc. is an underground utility contractor offering superior services with outstanding results and is hosting an open house career day! We are hiring for LABORERS, CDL DRIVERS & EQUIPMENT OPERATORS. If you want a job in construction then come build your **future** with us!

Bring your driver's license and a good attitude – apply and interview on the **same** day!

Riley Brothers

479 Mt. Pleasant St
New Bedford MA

Facebook: facebook.com/rileybrothersinc/

Website: rileybrothers.net/



NOW HIRING
COME BUILD YOUR FUTURE WITH US!
