The South Coast Hot Jobs List – September 9, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 9, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Full Time Teller – Santander Bank

Description
As a member of Santander's retail banking division you'll help serve Santander's retail and small business customers as part of one of the top banks in the United States based on deposits. With principal presence in the northeast U.S., Santander's retail division offers consumer and lending products to help our customers reach their financial goals. Santander currently serves nearly 2 million retail customers and 5.2% of the 2.7 million small businesses in the US footprint have a transactional account with Santander Bank.

Responsibilities
• Establishes and maintains the bank way as the singular priority in all activities
• Performs within the balancing guidelines, compliance and security procedures
• Promotes, refers and sells bank products and services
• Provides consistent world class customer service to internal and external customers which exceeds their expectations
• Resolves customer issues with guidance

This is a Full Time position and the hours per week will generally be between 30 and 40 hours per week. The Recruiter for this position will be able to discuss the specifics of the schedule requirements and hours for this position. This is a

non-exempt position eligible for overtime compensation calculated at 1.5 times your regular rate of pay for any hours worked over 40 hours per week, subject to all Santander policies and approvals regarding overtime

Qualifications
• 3 Months cash handling experience or degree in accounting or finance
• Retail or customer service experience preferred
• Basic computer knowledge and Windows skills required
• Strong interpersonal and organizational skills
• At least 1 of year experience
• Able to apply knowledge of products, procedures and policies
• Must understand, support and comply with all regulatory policies and procedures, CRA initiatives / goals and Santander Bank policies
• Should demonstrate basic knowledge of Retail products when questioned by customers

At Santander, we value and respect differences in our workforce and strive to increase the diversity of our teams. We actively encourage everyone to apply.

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

Branch Manager Trainee (Entry level) – The Hertz Corporation (North Dartmouth)
$12.75 an hour

Join Hertz Local Edition Corp (HLE) as a Branch Manager Trainee! Each year, many talented people join HLE, and the best become future Branch Managers of our Hertz Local Edition branches. Our program provides hands-on training in: Sales, Operations, Customer Service, Finance & Accounting Management, Revenue Management, Fleet Management, and most importantly: People Management.

Hertz rewards its employees with competitive compensation packages including: hourly pay, overtime pay, and performance based bonuses. Branch Manager Trainees will progress through the training curriculum within their first nine months of employment. You will also receive the use of a company car upon entry into the Branch Manager ranks.

The Management Training Curriculum program provides a clearly defined career path to a Branch Manager in as little as 12-18 months! Our promotions don’t stop there; our top level management regularly comes from the training ranks. Your journey with Hertz will start off as a Branch Manager Trainee, quickly progressing into a Management Associate, while quickly gaining experience for a future Branch Manager role.

In addition to our competitive compensation package, Hertz also provides world class benefits, which include:

• Medical, Dental, and Vision Insurance
• Life Insurance
• Tuition Reimbursement
• Up to 4 weeks of paid vacation a year (* depending on employment level)
• 401(k) Retirement Plan
• Employee Stock Purchase Plan & Employee Discounts

Responsibilities:

• Supporting achievement of location sales and margin goals
• Ensuring positive customer experience, making Hertz #1 in car rental company experience
• Achieving individual sales goals and customer service goals
• Growing sales utilizing business-to-business sales tactics
• Upholding company standards by ensuring cars are presentable to customers
• Clean and service facilities/vehicles to ensure customer satisfaction
• Strong communication and multitasking skills
• Ability to drive multiple types of vehicles
• Ability to read and understand driving directions and maps

• Proficiency in English
• Valid driver’s license in good standing
• Minimum Associates Degree or Equivalent Industry Experience
• Previous held Leadership roles i.e., Campus, Community or Sports
• Previous sales and/or retail customer service experience

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, walking, bending and twisting, climbing, driving, speaking, hearing, writing, lifting, typing, filing, seeing and reading. Knowledge of equipment operation such as computer terminal, telephone, portable, copy machine and fax machine is required.

EEO/AA: Females/Minorities/Disabled/Vets

Experience:
• Sales: 1 year (Preferred)

Education:
• Associate (Preferred)

License:
• Valid Driver’s License

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

Multiple Positions – Dunkin’ Donuts



Dunkin’ is opening a new location in the North end of New Bedford is now hiring! The job pays $12 /hour plus tips. Benefits for employees that meet qualifications include: paid vacation and health insurance.

Want to apply? Call 508.995.0513 and they will match you up to a store nearest you.
You can also email: now-hiring@dalykenney.com

Host – The Black Whale & Carmine’s

$11 – $13 an hour – Full-time, Part-time

Job Description:
• Ability to provide top notch customer service in a fast-paced and/or upscale environment.
• A positive attitude and ability work well under pressure with all restaurant staff.
• Does high-quality work while unsupervised.
• Able to work in a standing position for long periods of time.
• Able to safely lift and easily maneuver trays of food when necessary.
• Willing to follow instructions and ask questions for clarification if needed.
• Able to handle money accurately and operate a point-of-sale system.
• Able to work in a busy restaurant environment.
• Restaurant experience a plus.

Experience:
Host: 1 year (Required)

Language:
English (Required)

Work authorization:
United States (Required)

Shifts:
Morning (Required)
Mid-Day (Required)
Evening (Required)

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

Store Associate/Stocker – Big Lots! (Fairhaven)

Description

Performs general store operational duties including cashiering, customer service, truck unloading, stocking, merchandise recovery, and light cleaning or maintenance as assigned.

1. Greets and assists customers as needed in order to maintain the highest level of customer service.
2. Maintains and operates point-of-sale systems efficiently and accurately.
3. Drives customer loyalty program participation, including sign ups and rewards processing at check-out.
4. Participates in the freight flow process including truck unloading, stocking, merchandise presentation and recovery.
5. Participates in furniture department operations including carry-outs and display assembly as needed.
6. Maintains appearance of the store’s interior and exterior to company standards including light maintenance duties and cleaning.
7. Performs daily front-end maintenance including check stand cleanliness, replenishment of merchandise and supplies and floor safety.
8. Performs other tasks as assigned by Store Leadership, such as cart retrieval, shrink control and safety-related tasks.

Qualifications
1. High School Diploma, GED or equivalent work experience required. Must be at least 18 years of age.
2. Strong customer service and communication skills required.
3. Ability to work a flexible work schedule including nights, weekends and holidays required.
4. Prior retail experience preferred.
5. Previous experience operating a cash register preferred.
6. Ability to lift, carry, push, and pull a minimum of 50 pounds required. Ability to unload freight, to move product on and off of store shelves, to walk, stand, bend, stoop, or kneel for long periods of time, and to move freely throughout store on a continual basis required.

7. Basic English literacy and math skills required.

We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws.

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

Executive Director – Your Theatre Performing Arts Center

Your Theatre, Inc. (YTI) is an award-winning, nonprofit, volunteer-based, community theater group in New Bedford, MA in its 72nd year of continuous operation. YTI's mission is to serve the community by offering dramatic productions which embody the highest ideals of the theatre arts.

YTI is currently partnered with the Waterfront Historic Area League (WHALE) to raise funds for the 149 William St. building – the future permanent home of the Your Theatre Performing Arts Center – located in Downtown New Bedford. The Executive Director will play a critical role in fundraising and venue operations.

SCOPE OF POSITION
The Executive Director will represent the Your Theatre Performing Arts Center at community events and in communications with donors, volunteers, and other community organizations and will report directly to the YTI Board of Directors.

This is a part-time position (20-25 hours per week) with the possibility of leading to full-time employment, pending the achievement of specific fundraising and project goals. Initially, job duties will be comprised of those listed in the Operational & Program Development and Fundraising sections below. As the Arts Center project progresses, venue related

duties such as promoting and booking the building will be introduced.

The individual hired for this position will collaborate closely with both the YTI Business Manager and the Artistic Director Team who oversee programming/production operations and who also directly report to YTI Board of Directors.

The Executive Director will work with YTI's highly engaged volunteer corps for support in all aspects of the position.

RESPONSBILITIES INCLUDE:

Operational & Program Development:
• Represent YTI at community events and promote awareness of mission to outside individuals and organizations
• Diversify community outreach to build and nurture collaborations and partnerships with local and area arts and cultural organizations
• Achieve goals of the Performing Arts Center as set forth by YTI board of directors

Fundraising:
• Create a development strategy that includes investigating and securing diversified contributed revenue sources
• Conduct institutional prospect research and write targeted proposals
• Assist WHALE in the ongoing capital campaign for building rehabilitation
• Establish and manage donor and volunteer relationships
• Maintain high standards of donor record keeping including donor privacy and confidentiality policies
• Participate in finding, developing and maintaining sponsors for YTI productions and specialevents

Venue Promotion:
• Design and implement a venue promotion strategy to attract other professional, civic, and private organizations as paying users of the facility

• Identify and recruit customers to utilize the space on a non-interfering basis with YTI events

IDEAL CANDIDATE TRAITS:
• We are seeking an outgoing, highly motivated self-starting employee who thrives in social settings and possesses strong organizational capabilities. Other desired skills include:
• Familiarity with or willingness to learn about and cooperate with the local arts and cultural organizations
• A genuine passion for the performing arts of the SouthCoast area, specifically within the greater New Bedford community
• Demonstrated ability to identify grant opportunities and write successful proposals

QUALIFICATIONS:
• Bachelor's Degree or equivalent experience required
• A minimum of three years non-profit experience with a successful track record including fundraising
• Experience with grants, applications and program management
• Familiarity with Microsoft Office Suite and social media platforms
• Proficiency with graphic design is a plus

SALARY:
• $20-$25 / hour, commensurate with experience

KEYWORDS:
• Community theatre, grant writing, leadership, theater, fundraising, development,
performing arts.

To apply please send your resume to: info@yourtheatre.org

Recpetionist/Office Support -PACE, Inc
$12.00 – $13.00/hour, 40 hours per week, seasonal 28 weeks per year

Knowledge of Microsoft Word, Excel and basic computer

programs. Pleasant personality and telephone manner. Professional appearance to greet clients. Will be responsible for answering incoming calls and provide general information regarding the Fuel Assistance Program. Record incoming mail. Ability to relate well with low-income families and individuals. Ability to work with little supervision and multi-task as well as relate with co-workers.

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, September 21, 2018

Email cover letter and resume with your mailing address and telephone number or mail to:

P.A.C.E., Inc.
P.O. Box 5-626
New Bedford, MA 02742
Attn: Director of Human Resources

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

Sales Associate/Jewelry Consultant – Kay Jewelers(Dartmouth Mall)
Part-time, Commission

Kay Jewelers is looking for dynamic, driven and creative individuals to join our team. Are you ready to use your business and sales skills to begin a financially rewarding career? Apply to Kay Jewelers if you enjoy working with the best of the best and celebrating the successes of a strong team. Build your career with a company that thrives on an outstanding customer experience, intense and continuous training and making a difference in our customers' and employees' lives. If you have the drive and passion to

succeed, apply with us today!

Management-Level Opportunities

Interested in management? Our Store Managers maintain daily focus on individual and team members' standards achievement to attain sales and profit projections; contribute to an atmosphere of total customer satisfaction; develop team members' skills and product knowledge through training and evaluation; and recruit and select team members. Store Managers are also responsible for achieving profit margin goals by managing the P&L; following and enforcing all Company policies and procedures; and other operational and strategic duties.

Full-Time and Part-Time Sales Opportunities

Join our team as a Sales Associate and provide a superior experience to our valued customers. Our Sales Associates are responsible for engaging customers in conversation to understand their needs and objections; presenting merchandise and detailed information on features and benefits; offering extended service plans and financing options; and meeting individual and team sales goals.

We value integrity, diversity and teamwork and offer opportunities for advancement as part of our promote from within philosophy. We provide training on sales techniques, product knowledge and skills to take your career to the next level. In return, we ask that you bring your commitment to excellence, desire to grow and ability to deliver an exceptional customer experience.

Job Requirements:

• Sales, retail and/or jewelry experience is preferred, but not required.
• A Sampling of Our Total Rewards:
• Base pay plus commission on sales

Benefits including medical, dental, vision and prescription insurance (full-time team members)
• 401(k)
• Paid vacation
• Paid holidays (full-time team members)
• Tuition reimbursement, including DCA courses based on position
• Training – Associate Training System, Management Training System, District Manager in Training, career development and more
• Merchandise discounts
• Incentive trips and contests

Signet Jewelers is an equal opportunity employer committed to promoting diversity of all levels of employees. Please know that while we appreciate every applicant's interest, we can only contact those selected for further consideration.

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

Auto Technician – Ralph's Auto Center
$38,000 – $52,000 a year

We are looking for Automotive Technicians to join our team. We are looking for both A and B level technicians/ mechanics. Salary is based on the level of experience. This position is located in New Bedford, MA.

Ralphs Auto Center Inc. Perks:
• Personal day earned for every 3 months of work completed
• Medical insurance benefit options for family and/or single plan
• Life insurance benefit options
• 1-week vacation earned after 12 months

Job Responsibilities:
• Oil and Filter changes

• Maintenance services, brakes, suspension work, wiring repairs and exhaust work
• Ability to diagnosis customer complaints

Job Qualifications:
• Must have experience working in the Automotive industry
• Must have own tools
• Valid Driver's License

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

McDonald's Crew- Mids/Nights/Closings/Weekends (Dartmouth)
$11 an hour, Part-time

Location:
135 Faunce Corner Road,
North Dartmouth, MA 02747

***Please stop by to fill out an application and to setup an interview with the hiring manager!

Job Summary:
Hiring for:
• Service: cashier/order taker/drive thru
• Grill: Properly cook and assemble food by following the McDonalds Golden Standards
• Maintenance: Responsible for maintaining a clean store, restrooms, outside lot. Other duties may include filtering fried products vats and helping unload the truck delivery

Benefits:
• Flexible schedule
• Health Insurance offered for full time employees
• Room for advancement (Crew trainers and Management)
• Tuition Assistance for Students

Currently looking to fill the following shifts:
• Mid shifts (10am-6pm, 11am-7pm, 12pm-8pm)

• Night shifts (4pm and after)
• Closing shifts (5pm – 1am) which involves breaking down equipment, washing dishes, cleaning tasks, and setting up store for open.
• All crew members work together as a team to provide fast and accurate service and ensure restaurant cleanliness!

Experience:
• Food Handling: 1 year (Preferred)
• Customer Service: 1 year (Preferred)

Work authorization:
• United States (Required)

Shifts:
• Mid-Day (Preferred)
• Evening (Preferred)
• Graveyard (Preferred)

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

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.

Payroll Specialist – New Bedford Public Schools

JOB GOAL:
Under the supervision of the Payroll Supervisor, the payroll specialist will be responsible for overseeing the payroll department in the absence of the Payroll Supervisor as well as perform administrative and clerical duties for the payroll department.

PERFORMANCE RESPONSIBILITIES:
1. Assist the Payroll Supervisor in creating quarterly team objectives
2. Serves as the go-to for office inquiries and conflicts
3. Knowledge of payroll procedures and policies as well as experience working with union contracts.
4. Assist in Developing procedures and policies to increase efficiency within the department
5. Generate Payroll Warrant and Process Handwritten checks.
6. Must be able to communicate with the community, staff and team members in a positive and helpful manner.
7. Assist bookkeepers within the department during peak times

and vacations as needed and process some payroll and attendance on a weekly basis as needed.
8. Performs clerical duties such as filing, typing, and copying of documents
9. Prepares reports and memorandums
10. Report new hires to department of revenue11.Other duties as needed and assigned.

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

Payroll/Fringe Benefits Coordinator – P.A.C.E

JOB POSTING
PEOPLE ACTING IN COMMUNITY ENDEAVORS, INC.

PAYROLL/FRINGE BENEFITS COORDINATOR

SALARY: $17.00/hr., salary negotiable based on experience, 40 hrs. per wk.

Associates Degree in Accounting preferred. Candidates should have experience working with an automated payroll system for 150+ employees. Prefer experience working with ADP payroll system. Position also entails collecting employee time records; allocating payroll and taxes to departments using computer system; maintaining employee leave records; processing of hiring/terminations; maintaining employee fringe benefits and processing deductions, garnishments and direct deposits; pay rate and allocation changes; complete wage verification for government and private entities; processing unemployment claims; filing and basic clerical duties; maintaining purchase order logs and bank reconciliations.

Health Insurance, Dental and Life Insurance are available.

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

Deadline to apply: 5:00 p.m., Monday, Augsut 22, 2018

Send cover letter and resume or application to:

P.A.C.E., Inc.
P.O. Box 5-626
New Bedford, MA 02742
Attn: Director of Human Resources

Assistant Mgr Trainee – Walmart (Dartmouth)

Position Description
• Drives sales in assigned area
• Drives the financial performance of assigned area
• Ensures compliance with Company policies and procedures
• Models, enforces, and provides direction and guidance to hourly Associates on proper Customer service approaches and techniques to ensure Customer needs, complaints, and issues are successfully resolved within Company guidelines and standards.
• Participates in community outreach programs, and encourages and supports hourly Associates in serving as good members of the community.
• Provides supervision and development opportunities for hourly Associates in assigned area
• Upholds the Company's Open Door Policy

Minimum Qualifications
• 2 or more years of college; OR 1 year retail experience and 1 year supervisory experience; OR 2 years general work experience and 1 year supervisory experience
• For facilities that sell firearms, I acknowledge that the position for which I am applying will require successful completion of a firearms- specific Criminal Background Check (CBC) and Firearms Authorized Training.
• For facilities that sell only ammunition and have state specific requirements, I acknowledge that the position for which I am applying may require a current state issued

Certificate of Eligibility.
• Will successfully complete all job required trainings and assessments.

Additional Preferred Qualifications
2 or more years general work experience supervising 5 or more direct reports to include the responsibility of performance management, mentoring, hiring, and firing

What started small, with a single discount store and the simple idea of selling more for less, has grown over the last 50 years into the largest retailer in the world. Each week, over 260 million customers and members visit our 11,695 stores under 59 banners in 28 countries and e-commerce websites in 11 countries. With fiscal year 2017 revenue of $485.9 billion, Walmart employs approximately 2.3 million associates worldwide. Walmart continues to be a leader in sustainability, corporate philanthropy and employment opportunity. It’s all part of our unwavering commitment to creating opportunities and bringing value to customers and communities around the world.

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

Bookseller – Barnes & Noble (Dartmouth)
Part-time

As a Bookseller, you sell all our products and deliver world-class customer service through your commitment to our four core service principles. You have a passion for what you do and enrich the customer’s experience by sharing your knowledge to determine the customer’s needs. You make the store experience interactive and engaging.

Essential Functions
• Provide world-class customer service by delivering the four core service principles: put the book in the customer’s hand,

offer to order, offer the Member program, and fast cashiering.
• Greet and establish rapport with customers, engaging them in conversations about all our products and services.
• Ask questions to identify customer needs, providing recommendations using your product knowledge to connect our customer with the right solutions.
• Share technical knowledge and enthusiasm about all our digital products and services, providing a personalized experience to multiple customers at the same time.
• Respond to customer’s concerns and questions, and wrap up the sale.
• Communicate specific product needs to managers to ensure your store is stocked appropriately with in demand titles and customer requests.
• Ensure that products are put on the selling floor when received, identifying, organizing, shelving, and zoning in accordance with Integrated Store Operations (ISO), Visual Merchandising Standards (VMS), and shelving guidelines.
• Recover the selling floor during each shift, including but not necessarily limited to gathering and picking up items, straightening bookcases, maintaining tables in the Cafe, helping to maintain restroom cleanliness, and performing other store housekeeping tasks as required.
• Assist in any area of the store when necessary; including but not limited to receiving, cashwrap, Cafe, and specialty areas.
• Protect company assets by adhering to all inventory and loss prevention standards, properly completing weekly cycle counts and inventories.
• Help orient new booksellers, ensuring a smooth acclimation to the store and our bookselling culture.
• Act with integrity and trust, promoting our bookselling culture and core values.

Qualifications
• As a bookseller, you sell, sharing your technical and product knowledge with customers and other booksellers,

contributing to the overall success of your store.
• You relate easily to others, building rapport and collaborative relationships with the store team and customers.
• You are able to speak with all customers, are a good listener and enjoy working with people.
• You are comfortable in a changing environment, with multitasking, and with learning new systems and processes.
• You comply at all times with the Standards, Policies, and Code of Business Conduct and Ethics set out in the Bookseller Handbook.
• You spend the majority of your time on the selling floor, which requires physical activity, including maneuvering around the store, prolonged standing, repetitive bending, climbing, and lifting.
• Our stores are open daily, which requires early morning, evening, weekend, and holiday availability.
• You should be capable of using a computer and cash register.

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

Entry Level Sales Representative – Power Home Remodeling
$45,000 – $60,000 a year, Commission

Power Home Remodeling is a company founded on equal parts hard work and positivity. We believe that “dream” and “achieve” are not mutually exclusive. That philosophy has served us well in becoming FORTUNE Magazine’s #1 Workplace for Millennials and one of Glassdoor’s Best Places to Work.

90% of our executives begin their careers in entry-level positions because we recruit, train, and retain talented individuals with a drive to succeed. Power is more than a home remodeling company. Power is a dream realization, technology-innovation, community-advocacy, expectation-shattering, happiness-maximizing company dedicated to improvement, both for our customers, and ourselves.

Entry Level Sales Representative

When you work at a company where the CEO started at entry level less than a decade ago and worked his way to the top, you know we mean it when we say we're preparing you to succeed in more than just your current position. As a full-time entry-level sales representative you'll be trained in all of our products and be able to deliver interactive presentations that will teach communication skills, negotiation tactics, and strategic planning. This position is also the perfect entrance into all other aspects of our business.

Primary job responsibilities include:

• Development and coordination of marketing strategies
• Promotion of Power's products and services to prospective and existing clients
• Delivery of interactive sales presentations on eco-friendly, green products and services
• Participation in ongoing training camps on a weekly basis

Qualifications:

• Highly developed interpersonal, organizational and communication skills
• Ability to speak publicly with confidence and poise
• Strong sense of ambition, self-motivation and self-discipline
• Open-minded with a passion for learning a wide-range of skills that will carry through a variety of career paths
• Naturally outgoing and articulate individual who thrives in social settings
• Desire to mentor other colleagues after refining your skill set
• BA/BS preferred
• Ability to work Mon – Fri: 11 am to 7 pm & two Saturdays per month: 9 am to 3 pm

Salary and Benefits:

• Average first year income range: $45,000 – $60,000 (Base Salary plus commission and bonuses)

• Constant performance-based bonus opportunities with potential to earn an additional $10,000-$50,000 annually
• Monthly opportunities for performance-based non-monetary rewards, such as luxury vacations, high-end electronics, gift cards and tickets to concerts and sporting events
• Full medical, dental, life and disability insurance plans that can be tailored to your specific needs and the needs of your family
• Ample paid vacation and holidays
• A competitive 401(k) retirement savings program, matched by Power
• Access to the latest technology, such as laptops, smart phones and tablets that will help you reach your earnings goals faster and more efficiently
• A dynamic social program filled with can't miss events, parties, and activities, including an annual bonus in the form of a company trip to a tropical destination for you and a significant other

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

Delivery Driver – Enos Home Medical
Part time

Job Duties:
• Picks up and delivers equipment, as directed.
• Returns and unloads returned rental equipment at the warehouse facility.
• Complete pickup paperwork promptly and accurately, returning said paperwork to the appropriate facility personnel.
• Maintains a neat, clean personal appearance.
• Promotes teamwork among co-workers that includes assisting fellow drivers, as needed.
• Demonstrates timeliness, courtesy, sincerity and patience with dealing with customers.
• Markets the company in a positive and professional manner at

all times.
• Accepts other duties and activities as assigned.

Qualifications:
• Graduated from an accredited high school

Experience/Knowledge:
• Be at least 21 years of age.
• Excellent driving record.
• Good physical condition.
• Good organizational skills.
• Willing to function as a cooperative team member.
• Responsible and cooperative attitude.
• Clean and neat in personal appearance.

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

InStore Personal Banker – Citizens Bank (New Bedford)

Description
You might be asking yourself, “What exactly is an InStore Universal Banker?” We partner with top regional grocery store chains throughout our footprint to place bank branches right inside their store. As an InStore Universal Banker, you are at the forefront of delivering an exceptional banking experience to our customers as part of a convenient InStore branch team.
InStore Universal Bankers value strong relationships and find great satisfaction in helping others while offering sound advice. The dynamic and high-traffic environment of the InStore branch provides maximum opportunity for customer-centric, motivated and confident advisors like you to connect with customers and build a pipeline of new business for Citizens Bank. You’ll make the most of every opportunity to be successful as a self-starter and “people person”.

• Engage with InStore customers to build and deepen relationships by uncovering financial needs and recommending

appropriate banking products, services and solutions
• Identify new banking customers; grow relationships with existing customers through social interactions within the store along with outbound calls
• Open new accounts and perform teller transactions to meet the needs of the customer
• Comply with all policies, procedures and regulatory banking requirements
• Resolve customer service issues; support banking convenience for customers by sharing and setting up self-service options
• Partner with your InStore branch team and specialists to connect customers to experts who can help with specialized financial needs
• Adapt, as needed, to meet the ever-changing financial needs of our customers and the communities where we do business
• Bring a positive energy and confidence to Citizens Bank and its customers every day
• Present a professional appearance as the face of Citizens

What can we offer you?
• Strong recognition and incentive programs based on your achievements
• Training, strategies and tools to support your personal growth and the development of strong customer relationships
• Career growth opportunities in Retail, Business Banking or Wealth Management, including, but not limited to, Small Business • Relationship Banker, Licensed Relationship Banker and Branch Manager based on success in this front-line role
• Collaborative workforce committed to supporting your ideas and feedback and accelerating your potential
• Team atmosphere of diverse professionals committed to making an impact as an organization
• Opportunities to volunteer and give back to our local communities
• Exceptional benefits such as Medical & Dental, along with a 401K with corporate match

Qualifications

• High School degree or GED required
• Minimum of 1 year cash handling experience strongly preferred
• 2 years of sales and customer service experience
• Strong listening and customer service skills
• Ability to effectively ask questions and identify needs to enhance the customer relationship
• Commitment to building relationships through phone engagements
• Ability to problem solve and provide solutions to customer issues
• Ability to strengthen relationships with teammates, business partners and specialists through collaboration
• Self-motivated, confident, and ability to multitask effectively
• Ability to work InStore branch hours, which include weekends and evenings
• If selected, candidates must meet and comply with all requirements set forth in the SAFE Act, including, but not limited to successful completion of the required background checks and obtaining a Unique Identifier from the Nationwide Mortgage Licensing System (NMLS).

Join us as an InStore Universal Banker and use your outstanding people skills to help shape our customer banking experience and drive your career potential at Citizens Bank.

Why Work with Us

At Citizens, you'll find a customer-centric culture built around helping our customers and giving back to our local communities. When you join our team, you are part of a supportive and collaborative workforce, with access to training and tools to accelerate your potential and maximize your career growth.

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

CNAS, LPNS and Personal Advocates – Lifestream (Fall River)

LifeStream provides employees an opportunity to make a difference in the lives of others, as well as their own. The commitment and dedication on the part of our employees is integral to LifeStream's success. LifeStream, Inc. provides community-based services throughout southeastern Massachusetts that promote personal dignity, independence and the removal of barriers through the provision of individualized support and education.

We always welcome applications for the following positions:

Personal Advocates to assist adults with developmental disabilities
Certified Nursing Assistants
Licensed Practical Nurses
Registered Nurses
House Managers
Click HERE to see all available positions.

If you are interested in applying for a job with us, please note all positions require:

High School diploma or GED
Valid driver's license
Use of personal vehicle for work purposes
Ability to physically assist people



Join the team!

LifeStream is offering between **$500 and $2,500 signing bonuses** for Licensed Practical Nurses (LPN) and Certified Nursing Aides (CNA) for various shifts and locations in the New Bedford and Fall River areas. In addition to a generous benefits package, these positions offer higher hourly wages for third shift and weekend schedules. Full time employees are also eligible for 11 paid holidays, paid vacation health, dental and vision insurance as well as tuition reimbursement and a free gym membership.

On-the-spot interviews are offered at our office located at 13 Welby Road in New Bedford on Tuesdays from 9:00 to 11:00 a.m.; and Fridays from 1:30 – 3:30 p.m. No appointment is required. Please bring a resume and a copy of your driver's license.

For more information, current employment opportunities, or to obtain an application,

Email our Human Resources Department: hr@lifestreaminc.com
Call the Human Resources Department (508) 993-1991, extension 1030 | TTY (508) 998-2870
Apply Online: http://www.lifestreaminc.com/careers/

We are happy to provide assistance in filling out an

application.



Auto Dismantler – Goyettes Auto Recycling
$25,000 – $45,000 a year

Goyette's is a fast paced automotive recycling facility, looking for a qualified individual with good mechanical abilities. We are looking for a individual to safely and efficiently dismantle high quality parts off of pick-up trucks and suvs. This is a full-time,face passed, physical position. You must be able to read and understand work orders. A good selection of tools are a must to properly do the job. Compensation is based on production (Quantity of vehicles processed by individual).Bonus is available to individuals after 6 month mark. Standard work week is 8am -5pm Monday-Friday. We offer health insurance,401k,paid holidays and vacations. Parties interested should contact Jake at Goyette's Auto Recycling at 508-994-1801 ext 102.

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

IT Support Technician – Amazon.com (Fall River)

Job Description
Amazon, one of the top 100 companies in the United States, has an immediate opening for an IT Support Technician in our Fulfillment Center. Fulfillment Centers throughout the U.S. handle millions of items from tens of thousands of vendors and ships them across the globe each day. The successful IT Support Technician will be responsible for utilizing his/her skills to provide assistance to the operations team in resolving technical problems within the Fulfillment Center that cover a multitude of technical disciplines. The IT Support Technician position is the first level of support for

the operations of the Fulfillment Center and becomes the voice and face of the IT department to our customers. Amazon seeks individuals who are willing to Work Hard, Have Fun, and join us in making Worldwide History.

The IT Support Technician is a member of a Global IT organization responsible for all Amazon Fulfillment. Our team approaches work as seeing no job as too small and no challenge as too big! They will be supporting centers across this network with daily projects and activities as directed. Responsibilities include allocation and maintenance of IT equipment throughout the Fulfillment Center, managing multiple customer requests simultaneously. This includes troubleshooting of all IT related equipment such as PCs, wireless handheld devices, thin clients, printers and other end user devices. IT Support Technicians have the ability to move up 50lbs as well as stand and walk for 10-12 hours at a time with or without reasonable accommodation. IT Support Technicians are also responsible for the RMA and repair process for all devices under warranty. IT Support Technicians are also expected to participate in learning new technologies and career development opportunities as presented in an effort to progress to higher level positions within the IT network. All IT Support Technician positions will be on a rotation shift schedule between days and nights. The position will also require supporting of multiple buildings around the area as well as potentially supporting customers remotely. This position reports directly to the IT manager for the Fulfillment Center.

Amazon is an Equal Opportunity Employer – Minority / Women / Disability / Veteran / Gender Identity / Sexual Orientation

Basic Qualifications

• Knowledgeable of set up and installation of computer and networking equipment.
• Experience maintaining laser printers
• Experience in Microsoft Office applications as well as

Windows Operating Systems, Linux, or Cisco
• High school diploma or equivalent
• Authorization to work in the U.S. without sponsorship

Preferred Qualifications
• A+, Network +, or other IT industry standard certifications
• Experience troubleshooting integrated and interdependent computer systems
• Experience maintaining zebra thermal printers, troubleshooting thin clients, PCs, scanners, and portable handheld terminals
• Ability to prioritize work based on department and production objectives
• Service Management, Project Management, and Inventory Management skills
• Excellent written and verbal communication skills
• Ability to work and make decisions independently in a fast-paced production environment.

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

Stone Mason – P&P Masonry
$40,000 – $50,000 a year

Looking for experienced mason who can lay concrete block, work with fieldstone, concrete, brick. bluestone. Have full time work year round or till October if preferred. Housing is provided.

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

Confidential Secretary – New Bedford Public Schools

CONFIDENTIAL SECRETARY JOB GOALS:
To assure the smooth efficient operation of the assigned school, so as to maximize a positive impact on the education

of students. To contribute to effective school public relations in the assigned school by prompt and courteous handling of all inquiries and visitors. To complete the confidential work essential to the efficiency and effectiveness of the assigned school and of the District.

PERFORMANCE RESPONSIBILITIES:
1. Performs confidential secretarial and clerical tasks.
2. Hold as confidential, all aspects of the job designated confidential by the supervisor.
3. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
4. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required School, District and State data collections.
5. Process evaluations for all district employees. Also responsible for making sure that they are placed in their personnel files.
6. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
7. Answers and responds appropriately to inquiries regarding school/District policies, procedures, and/or requests for information.
8. Welcomes visitors and arranges for their comfort and screens callers in accordance with predetermined policy.
9.Assist Principal and other stakeholders in budgetary process
10. Work with internal and external stakeholders in regards to student, staff and community needs.11.All other duties as assigned by the Principal, Superintendent and/or designee.

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

Sales Floor Associate – Dollar Tree (New Bedford)

Summary of Position
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 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.

Trilingual Medical Interpreter/Translator – Greater New Bedford Community Health Center

Schedule: Monday – Friday 10:00am – 6:30pm – Rotating Saturdays & Holidays required. Covering Pedi-call when necessary.

Trilingual: Medical Interpreter Certification in Spanish or Portuguese Required (willing to obtain second medical interpreter certification within one year of employment).

• Assists Health Center staff in meeting the needs of non-English speaking patients by providing interpretation between health care providers and the patients.
• Provides for the translation of material published by the Health Center for use by the patient population.
• Performs other job related duties as assigned.

Qualifications
• Certified medical translator required.
• Two years experience in translating or four years college level language course(s) may be substituted for experience.
• Familiar with basic medical terminology. Tactful, pleasant and friendly approach in dealing with patients, staff, guests and individuals in the community.
• Sound judgment and the capability to respond to unusual circumstances.
• Ability to handle confidential information appropriately.
• Fluency and written competency in Portuguese and Spanish required to interpret/translate for patients and employees.
• Good verbal and organizational skills.
• Interpersonal skills appropriate for handling sensitive patient issues.
• Understanding of Health Center policies and procedures to ensure that patient and employee rights are protected and that effective communication takes place; normally acquired through

up to one year of on-the-job training.

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

Driver – Lyft
$500 New Driver Bonus

Why Lyft?
• Work When You Want
• Keep All of Your Tips
• Same Day Payment w/ Express Pay
• Friendly Community

Requirements:
• 21+ years old
• 2004 or newer car
• Valid driver’s license and vehicle registration

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

Delivery Driver – M.F. Foley Company, Inc.
$32,000 – $42,000 a year

Musts: License and DOT Physical, Lift 70 pounds. Apply in person at 77 Wright Street, New Bedford, MA 02740 ONLY.

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

Office Assistant – Bozic Law PC
$12 – $15 an hour – Part-time

Answering phones, setting appointments, request records, faxing and filing

Experience:

• Office administration: 1 year (Preferred)
• Portugese or Spanish (Preferred)

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

Counter Help – New York Bagel Co< (Dartmouth)/strong>
$11-$12 an hour, Full-time, Part-time

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

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

Tire sales/Counter Person- Mid Cape Tire & Auto (New Bedford)
Part-time

Looking for tire salesperson. Someone to help out in front counter selling tires, answering telephones, and running computer to bill out customers.

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

Water Treatment Plant Operator – City of New Bedford

PAY: $23.00hr

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of treatment facilities and systems.

Adjusts equipment, as indicated, to regulate the flow of water and control the amount of treatment chemicals added; must assist with maintenance programs throughout the treatment plant, watershed and distribution system.

Accurately records plant data and makes associated

computations as necessary, as well as maintains operation logs; maintains optimum process control via sampling, laboratory testing, and machinery and equipment inspections and adjustments.

Adheres to specific weekly schedule of responsibilities including chemical and preventative maintenance; assume responsibility of handling chemicals in a safe and efficient manner.

Exhibits good attitude expected of employees in a health-related field; assumes responsibility for maintaining the plant in a clean and orderly fashion.

Must assume responsibility for plant operations when on duty.

Graduation from high school or GED equivalent, supplemented by four years' experience as an attendant of a water/wastewater facility required. Possession of a Grade III Drinking Water Operator license. Possession of a valid Massachusetts driver's license with good driving record. Must have a telephone and own transportation. This employee is subject to twenty-four hour call.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Water System Maintenance Worker – City of New Bedford

PAY: $13.99hr – $18.51hr

RESPONSIBILITIES:
Taps water mains 4" to 48" in size with a small taping machine from ¾" to 2"; repairs hydrants, gate valves. Performs other work in connection with the maintenance, construction, and

repairs of the distribution, collection (and Highway System.) Installs water meters, operates gate valves, and service shutoffs. Capable of reading service cards, gate and hydrant location books and plans. Performs semi-skilled manual work in the construction, operation and maintenance of distribution and collection systems, including work on reservoirs treatment plants, pump stations and water gates. Cuts, lays and caulks water pipes using machine or hand tools forcing sealing compound into joints to make them watertight; pumps water from trenches; digs, braces and backfills excavations for the purpose of locating pipe leaks or preparing areas for laying pipes. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment.

DESIRED MINIMUM QUALIFICATIONS:

* Education and Experience: Graduation from a high school or GED equivalent preferred.
* Requires one year of prior experience.
* Necessary Knowledge, Skills and Abilities: Must be able to work with hydrants, water gates,
* valves and collection system related equipment

SPECIAL REQUIREMENTS:

Must possess a valid Massachusetts driver’s license with a good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Subject to call seven days a week/twenty four hours a day for emergency work. This position is deemed essential personnel and must report for duty during emergency situations.

TOOLS AND EQUIPMENT USED:

Performs semi-skilled manual work using taping machines; various digging devices.

PHYSICAL DEMANDS:

* The physical demands described below are representative of those that must be met by an employee to successfully perform

the essential functions of this job.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; walking, standing, climbing, and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.
* Operation of equipment that causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

WORK ENVIRONMENT:
Works outdoors in all types of situations and weather conditions. Works with water and sewage.

SELECTION GUIDELINES:
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Building Custodian – City of New Bedford

PAY: $13.71hr-$18.04hr

Provides custodial and minor maintenance functions for municipal buildings. Cleans, dusts, sweeps, buffs and washes

floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure heating and ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, and heating, lighting, ventilation, and plumbing systems; performs related work in all assigned areas as required. Moves and sets up furniture and equipment.

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

For more information please visit: www.newbedford-ma.gov.

Dispatcher – New Bedford Police Department

PAY: $17.91hr – $21.52hr

Answers telephone calls promptly and courteously, and expeditiously routes calls to their proper destination. Immediately dispatches patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment as may be needed to handle all complaints and requests for assistance.

Monitors the status of all units displayed on the CAD (Computer Aided Dispatching) status screens to determine their availability to respond to calls for service and is always aware of assignments of all units. Immediately notifies appropriate authority regarding any unusual occurrence or situation that may adversely affect the delivery of emergency services or any services required of the dispatch center.

Thoroughly familiar with all the various pieces of equipment within the Communications Unit and immediately initiates

action when they need repairs. Exercises care in the operation of the unit and the use of all equipment, supplies and utilities. Acquires and/or maintains such computer skills necessary for the proper performance of dispatch and record keeping duties. Conducts testing of emergency systems and makes minor repairs as training allows.

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws.

High school graduate or GED equivalent. One to three years' experience in general office procedures, dealing with the public, computer knowledge and public safety preferred. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must pass an in-depth police background check. Ability to handle highly confidential and sensitive information with discretion and good judgment.

For more information, please visit: http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/

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

New Bedford has a residency requirement.

Sr Systems Analyst – New Bedford Police

PAY: $73,731 – $92,170

Manages all Police computer network, servers and equipment; installs and maintains department computers, printers, servers, cameras and radio equipment. Monitors and troubleshoot end user problems with software, hardware and network. Maintains a variety of Microsoft based databases and data in department storage.

Performs ongoing review of existing systems' software and hardware, and researches and quotes new software, hardware and equipment to serve the needs of the department.

Oversees upgrades to 911 systems. Oversees and develops camera and video surveillance technology and analysis of emerging technology.

Investigates and resolves computer software problems of users; talks to users to learn procedures followed and source of error; answers questions, applying knowledge of computer software and procedures; researches problem and finds solution.

May be required to work nights and weekends as needed to complete project tasks or handle emergencies as they arise.
Bachelor's Degree in computer science or a related discipline. At least three years of experience in computer science, computer programming, software or related work experience. Any equivalent combination of education and experience.

Considerable knowledge of local area networks, Windows Server 2008, SQL Server 2005 & higher, vmware Virtualization, Active Directory, PowerShell, TCP/IP, SMTP, SNMP, DNS, DHCP, HTTP, FTP, Cloud Computing, Exchange 2010, SAN Storage, McAfee virus, Tyler Technologies, IMC Software, MUNIS Software and in surveillance camera technologies.

For application/complete job description, please visit www.newbedford-ma.gov or email the Personnel Dept. at personnel@newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. EEO

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. 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.

Seasonal Building Custodian – City of New Bedford
PAY: $13.71/hr.

Provides custodial and minor maintenance functions for municipal buildings. Performs custodial duties. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, lighting, ventilation and plumbing systems. Operates pick-up trucks, dump trucks, and panel trucks with a rated capacity of three tons or under, and passenger automobiles. Operates power equipment or tools utilized by the department including, but not limited to,

lawnmowers, weed whackers, leaf blowers, litter vacuums, hedge clippers, power pruners. Performs related work in all assigned areas as required. Moves and sets up furniture and equipment. Must be available on weekends.

High school graduate or GED equivalent preferred. 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.

Management Analyst – New Bedford Police

PAY: $58,957 – $73,703

Performs technical, analytical and administrative duties related to crime and criminal intelligence. Researches, collects and analyzes data to identify and formulate conclusions about crime trends; assists in the development of proactive strategies and methods for the preventions and suppression of criminal activities.

Prepares summaries of crime statistics and reports on projections of long-term changes and crime trends, and assists with the developments.

Collects, analyzes and disseminates statistics; uses information gathered to assist in planning the development of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns and trends among different offenses to

assist in identifying suspects and predicting criminal activity.

Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or trends and the mode of operation and potential suspects, then prepares analytical and statistical reports, charts, graphs, maps, bulletins and other written reports.

Develops and maintains data bases relative to criminal activity that is easily accessed; audits and maintains crime analysis data. Applies all concepts of criminal, intelligence, analytical and administrative analysis to the concepts of problem-oriented policing and Intelligence-led policing.

Bachelor’s degree in criminology, criminal science, criminal psychology, GIS, criminal justice or related field preferred, and at least two years of experience as a crime analyst or other associated analyst field. Working knowledge of word processing, spreadsheet and database software; customer service techniques; functions of law enforcement.

Preferred Experience: two years’ experience in law enforcement records; teletype familiarity; understanding of the National Incident Based Reporting System (NIBRS) and guidelines. Working experience in ArcGIS and/or Maptitude for mapping and data analysis software like SPSS, STATA, Matlab, Analyze as well as Data visualization software such as Tableau, InfoGram, Data Wrapper or similar types.

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.

Emergency Medical Technician – City of New Bedford

PAY: $13.39hr – $19.12hr

Responds to given locations with lights and siren, driving in a defensive manner, obeying the rules of the road.

Working alongside a Paramedic, stabilizes patients at scene, i.e. CPR, airway management, control bleeding, assists in starting IV, splints body as needed using proper equipment to load patient into ambulance.

Prepares patient care reports contiguous with incidents to ensure continuity of care for the EMS Office, billing records and physician information.

Ensures that equipment is in proper places and in good working order, cleans equipment and patient care compartment in order to have the ambulance ready for the next response. Replaces stock used in the course of patient care as required.

Contacts the Dispatch Center in order to inform them of status relative to response, arrival, availability, deployment of additional resources for any other reason necessary for operation.

Minor vehicle maintenance, which includes washing; checking oil, water, fuel; washing floors and cleaning windows.

Attends re-certification classes in order to maintain certification.

Applicants must possess current certification as an Emergency Medical Technician (Ambulance) by the Massachusetts Department of Public Health, and current certification as a Healthcare Provider by the American Heart Association (M.G.L., Chapter 111c, sections 3 and 6). Must have a valid Massachusetts driver’s license and good driving record.

This position is subject to re-certification by the State Office of Emergency Medical Service.

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.

Code Enforcement Inspector – New Bedford Health Department

PAY: $15.80hr – $21.52hr

Minimizes environmental health and sanitation problems, and continues to decrease the rodent and vermin population within the community by law enforcement and education. Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with State Sanitary Codes and numerous other State and local regulations.

Issues Violation Notices to achieve compliance with health codes. Initiates litigation against parties who fail to comply with departmental notices. Assists with performing inspections of eating and drinking establishments or dwellings used for human habitation to ensure compliance with laws and regulations. When assigned, may perform other duties pertaining to inspection or investigation of environmental health issues related to protection, analytical analyses, outreach and education.

Graduation from high school or GED equivalent. Must possess good verbal and written communication skills. Possession of a valid Massachusetts driver’s license and good driving record. Operates a motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

For application/complete job description, please visit 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

Internal Coordinator – New Bedford Police Department

PAY: $684.31wk

Recruits, trains and supervises interns from area colleges. Provides evaluations for interns, feedback to school advisors and maintains program schedule. Maintains statistics and reports for the Domestic Violence Unit. Prepares quarterly reports as required by grant. Coordinates with civilian advocates in assessing victims through the restraining order process.

Baccalaureate Degree within the Criminal Justice Field or studies in Humanities. Excellent communication skills, excellent interpersonal skills, reliable attendance, dependable/punctual, must have strong writing skills.

Possession of valid Massachusetts driver's license and good driving record.

For more information, please visit:

Employment Opportunities

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

New Bedford has a residency requirement.

Airport Technician – City of New Bedford
PAY: $16.04 hr – $21.84 hr

Inspects and maintains the runways, taxiways and other paved and non-paved areas on and off the airfield in accordance with FAR part 139 regulations. Paints airfield and landside

markings. Repairs runway and taxiway lights; airfield and landside mowing, weed eating, tree cutting and grading. Conducts mandatory day/night airfield and wildlife inspections. Issues Digital NOTAMS. Acts as part of an integrated security system. Removes snow airside and landside. Maintains grounds, structures and facilities. Performs general custodial and maintenance work in and around buildings. Landscapes, removes trash, changes light fixtures, paints; general cleaning duties (vacuum, dust, wash windows, clean restrooms). Provides escorts as needed. Must communicate professionally on company and FAA radios.

Assists in any emergency or incident at the airport.

High school graduate or GED equivalent. One year of previous paid experience preferred. Must pass training programs issued by the Airport Manager and required security background check. (TSA mandated – finger prints and a 10-year background check).

Must be familiar with Microsoft Word, Microsoft Outlook. Ability to issue Digital NOTAM System. Ability to issue "Notice to Airmen" field condition reporting. Log all needed Veoci and Lucity-reporting work orders.

Must attend mandatory annual on-the-job trainings in compliance with FAR part 139 regulations. Must possess and maintain a valid Massachusetts driver's license. Must possess and maintain a valid Class B CDL license and a 2B and 4G Classification Hoisting license or be able to obtain said licenses within 180 days of employment.

This position requires availability of nights and weekends. The airport is open 7 days a week, 24 hours a day. Normal staffing hours are from 6:00a.m. to 11:15p.m. daily.

For more information, please visit:

Employment Opportunities

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

New Bedford has a residency requirement.

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

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

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. EEO

New Bedford has a residency requirement.

Administrative Coordinator – City of New Bedford

PAY: $47,339 – $59,178

Provides administrative support to the Procurement Department. Responsible for providing administrative management for the office's day-to-day operations. Attends meetings, performs technical and administrative duties as requested from the supervisor and a variety of technical work to provide cost effective purchasing procedures in compliance with Massachusetts law. Responsible for the daily upkeep and questions related to office procedures and compliance. Handles documentation of changes in Department employment including working with the City's MUNIS financial system, databases with employee attendance, and documents up-to-date employee schedules.

High school diploma or GED equivalent. Prior experience with Public Procurement preferred. Criminal Offender Record Investigation (CORI) background check mandatory.

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

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

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