

Help Wanted: City of New Bedford hiring part time Code Enforcement Inspector

CITY OF NEW BEDFORD

CODE ENFORCEMENT INSPECTOR 20hrs/week \$14.26 – \$20.79/hr

HEALTH DEPARTMENT

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.

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. Graduation from high school or GED equivalent; Must possess good verbal and written communication skills.

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.

The South Coast Hot Jobs List – 28 July, 2016

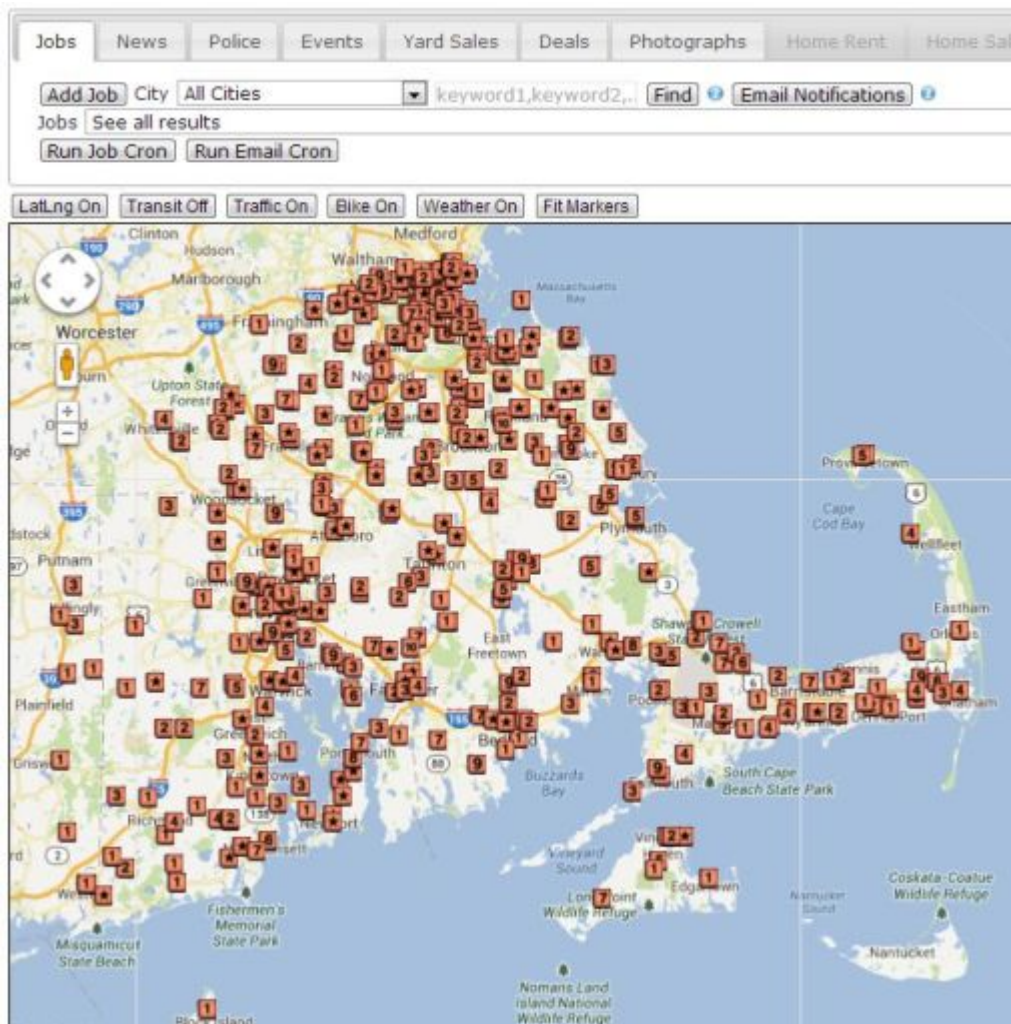


by
Michael
Silvia

The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

To solve this, each week New Bedford Guide will pull jobs from our **jobs database** to inform job seekers about the hottest jobs in the area.

We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents article**.



Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of July 28, 2016.

01. Early Morning Stockers and Backroom Associates – Christmas Tree Shops (North Dartmouth)

Previous retail, merchandising, stock, and/or customer service experience preferred. If you are a flexible, dependable, team oriented individual who takes pride in your work and enjoys a fast paced, customer driven environment, then PLEASE APPLY IN PERSON FOR IMMEDIATE CONSIDERATION. Full job description can be found: **here**.

02. Store Administrative Assistant – Dicks (North Dartmouth)

DICK'S Sporting Goods is seeking a retail administrative assistant to join our team! Every associate at DICK'S Sporting Goods is united by a common thread – our PASSION for the sports we love. Associates joining our team have an

opportunity to be a part of a growing Fortune 500 company that makes lasting impacts on our communities through sport and activity. Full details and application process: [here](#).

03. Lead Fulfillment Associate – Amazon (Fall River)

Amazon is seeking bright, motivated, hardworking individuals to fill Lead Fulfillment Associate positions at our fulfillment center in Fall River, Massachusetts. Four key areas that Lead Fulfillment Associates always focus on are customer experience, quality, and the safety and productivity of their fellow associates. Lead Fulfillment Associates are responsible for performing production duties and assisting Area Managers with the daily management of the department. For full job details and application process: [here](#).

04. Customer Service Specialist – Ahead, LLC (New Bedford)

The Customer Service Specialist position is the primary point of contact between our customers and our sales representatives. Customer Service Specialists communicate with our customer base and sales reps by phone, email and/or fax to answer product availability, shipping and delivery questions and to support the marketing and sales efforts of the company. This position is responsible for maintaining customer accounts to ensure quality and on-time delivery. For full job details and application process [here](#).

05. Rehab Aide – Meeting Street Schwartz Center (Dartmouth)

Assists the therapists and therapy assistants in the comprehensive occupational, physical and/or speech/language therapy treatment implementation of referred individuals with the goal of achieving maximum function. Ensures that all equipment, items and rehab space is cleaned according to JCAHO standards. Full details and application process [here](#).

06. Retail Staff – Game Stop (North Dartmouth)

Working with direct or close supervision, the Guest Advisor delivers consistently outstanding guest service experiences based upon GameStop's competitive advantage: The Buy-Sell-

Trade Model, part of GameStop's The Circle of Life. The Guest Advisor's passion for sharing the gaming experience with others is why guests choose GameStop for their entertainment needs. For full job details and application process [here](#).

07. Pharmacy Technician in Training- Certified – Rite Aid (New Bedford)

As a Pharmacy Technician in Training, you are a vital part of our wellness store team responsible for assisting the Pharmacist and Pharmacy Manager in serving our customers/patients and maintaining the Pharmacy department. In order to be able to properly serve our patients and to assist the Pharmacist and Pharmacy Manager it is essential that you become properly certified to assume the position of a certified Pharmacy Technician. For full job details and application process [here](#).

08. Substitute Teacher – Global Learning Charter Public School (New Bedford)

Substitute plans are provided – Substitutes are required to follow lesson plan for the day. Support from grade level peers and co teaching personnel will be provided within the classroom. Preference to those with a bachelors degree or are currently majoring in field of education. Global Learning Charter Public School serves a diverse population of students in grades 5-12 at two separate campuses in New Bedford MA. For full job details and application process [here](#).

09. Storage Center Manager – U-Haul Storage Facilities (New Bedford)

Profitably manage a U-Haul independent storage location and oversee all aspects of storage transactions, customer service, rentals, record-keeping and security. Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard). For full job details and application process [here](#).

10. Host – Part-time – Olive Garden (North Dartmouth)

Demonstrating genuine hospitality and setting the stage for an exceptional dining experience by making every single guest feel welcome at the door. Engaging in friendly conversation as you seat guests in a timely fashion, introducing guests to their server, managing restaurant waiting list during high volume to accurately set guest expectations. Full details and application process [here](#).

Need a resume or cover letter? Quality, professional product, quick turnaround, and proven success helping clients secure interviews. Let a professional writer help. Contact Ashley Bendiksen Professional Writing Services at www.ashleybendiksen.com or email her at ashleybendiksen@gmail.com.

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

Help Wanted: City of New Bedford hiring Dog Officer

CITY OF NEW BEDFORD

DOG OFFICER \$13.00 – \$18.48/hr

NEW BEDFORD POLICE DEPARTMENT

Under the supervision of the Director of Leash Law, performs a variety of animal control duties. Picks up stray and

unlicensed dogs. Makes and refers complaints against owners of dogs not properly licensed and collared. Enforces leash laws. Collects the bodies of small animals found dead within the City and disposes of them. Handles all matters and complaints pertaining to dogs and other animals. Performs all duties in conformance with appropriate safety and security standards.

High school graduate or GED equivalent required. Three to five years of paid experience in animal control or related field. Ability to interpret and understand ordinances and laws. Must be available for emergencies, nights, weekends and holidays. Must possess a telephone. Must be courteous and have experience dealing with the public. 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 per Massachusetts General Laws.

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

FUNCTION: Under the supervision of the Director of Leash Law, performs a variety of animal control duties.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Leash Law.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: Picks up stray and unlicensed dogs. Makes and refers complaints against owners of dogs not properly licensed and collared. Enforces leash laws. Collects the bodies of small animals found dead within the City and disposes of them. Handles all matters and complaints pertaining to dogs and other animals. Performs all duties in

conformance with appropriate safety and security standards.

SPECIAL REQUIREMENTS: 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 per Massachusetts General Laws.

EDUCATION AND EXPERIENCE: High school graduate or GED equivalent required. Three to five years of paid experience in animal control or related field. Ability to interpret and understand ordinances and laws. Must be available for emergencies, nights, weekends and holidays. Must possess a telephone. Must be courteous and have experience dealing with the public.

TOOLS AND EQUIPMENT USED: Patrol vehicle, animal capture equipment, radio, first aid equipment, personal computer, telephone.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

Frequent and extended periods of outside work, subject to all weather conditions and extremes.

Continuous walking, standing, and climbing; frequent periods of requiring sustained uncomfortable physical positions. Regular and sustained periods of strenuous physical exertion, requiring stability to lift, carry and position heavy objects utilizing proper mechanics and techniques.

The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth

perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent and extended periods of outside work, subject to all weather conditions and extremes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office and moderate in the field.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

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.

Help Wanted: City of New Bedford hiring a Civilian

Advocate

CITY OF NEW BEDFORD

CIVILIAN ADVOCATE \$41,899 – \$51,107

NEW BEDFORD POLICE DEPARTMENT

Acts as a liaison between police officers and the victims of domestic abuse. Provides support to the victims by assisting them with legal processes such as restraining orders and/or harassment orders. Assists in taking photographs of injuries of victims for legal proceedings. Discusses dynamics of abuse with victims.

Knowledge of applicable Mass General Laws for Domestic Violence and Sexual Assault. Assists victims in identifying sources of support. Provides a safety plan for victims and accompanies victims to courtrooms, shelters and hospitals. Informs of other social services. Collaborates and coordinates cases with the District Attorneys Office. Assists the NBPD in updating the High Risk Team clients and offenders. Provides up-to-date information about any additional incidents or pending charges against the batterer to prosecutors and/or judges. Assists victims through the restraining order process including the court proceedings.

Associate's or Bachelor's degree within the Criminal Justice Field or studies in Humanities. Excellent communication and interpersonal skills, reliable attendance, dependable/punctual. Must have strong writing skills and prior work experience in the Human Service field. Experience with court process, affidavits and knowledge of 209a and 258E laws and practices. Familiar with services in local community to assist victims of domestic violence. Must have a Criminal Offender Record Information (CORI) check.

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

Help Wanted: City of New Bedford hiring Compliance Officer

Job Title: Compliance Officer (Community Relations)

Pay Grade: M-05

Pay Range: \$48,421 – \$59,060

JOB SUMMARY

Works, in conjunction with the New Bedford Police Department's Public Information Officer (PIO), with the management of internal and external communications supporting the Department. Assists with information dissemination and engagement of the public in the priorities, policies, practices, challenges, and opportunities related to the Department.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

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

- Serves as a contact and spokesperson with all print and broadcast media outlets, including researching, coordinating and responding to media inquiries regarding Department

informational matters.

- Verifies information obtained for accuracy. Possesses the ability to communicate effectively verbally and in writing with a wide variety of employees and the public.

- Involves the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories.

- Identifies and pitches news story ideas through a range of proactive media strategies.

- Plans and coordinates media events and activities, including news conferences, press briefings, interviews, and other opportunities to inform reporters and editors about the Department.

- Assesses and responds to the information needs of Department and City departments including working with legal staff in order to comply with public records laws and the Freedom of Information Act.

- Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

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

- Implements strategies to communicate effectively with all the diverse languages and cultures in our community.

- Collaborates with technology staff to write and update content on the district’s external website, social media tools

and other on-line resources to ensure accuracy and consistency of information.

- Provides training and technical support to staff about communicating with media, families and the community, including crisis communications during emergency situations.

Performs other related duties as requested by the PIO or the Office of the Chief of Police.

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.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Journalism or knowledge equivalent to Bachelor's degree in Journalism, Communications, Marketing, or related field.

- Successful candidate should have 3 years experience in public relations/communications/marketing field at varied levels and with increasing responsibility; or 3 years experience in print and/or electronic journalism.

- Excellent writing, editing and verbal communication skills, especially in communicating complex policies and practices to diverse audiences.

- Demonstrated skill in working with the media.

- Familiarity with digital communication tools, including website content management, e-marketing and social media.

- Demonstrated ability to advise and support individuals at all

levels of the organization.

- Ability to prioritize competing demands and good organizational skills.

Preferred;

- Familiarity with the City of New Bedford and the Greater New Bedford area.

- Experience producing publications, such as fliers, newsletters, and reports, etc.

- Skills in graphic design and social media manipulation.

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

This position receives general supervision from the Public Information Officer in coordination with the Office of the Chief of Police.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods. Employees may exert up to 10 pounds of force occasionally including having to lift, carry, push, pull, or otherwise move objects.

The City of New Bedford, MA is an Equal Opportunity Employer.

Help Wanted: Veterans' Services hiring a van driver

POSITION: VAN DRIVER

LEVEL: GRADE 4 \$12.74 – \$17.88

DEPARTMENT: VETERANS

FUNCTION: The function of the Veterans' Services van driver is to ensure safe and timely transportation of Veterans to the Providence VA Medical Center for medical appointments as well as the Providence VA Regional Benefits Office for benefit claims.

SUPERVISION RECEIVED: Works under the supervision of the Director of Veterans Services or his/her designee.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES & RESPONSIBILITIES: Adheres to driving policy including seat belt safety. Assists passengers on and off vehicle and ensures they have safely entered medical facility or house before leaving. Schedules travel time so clients arrive for appointments on time, and are picked up within a reasonable period after appointments are completed. Maintains contact with Dispatcher for changes or pick-up alerts. Collects donations from clients and submit to Principal Clerk

daily if applicable.

Locks and secures vehicle when leaving unattended. Adheres to weekly work schedule. Keeps daily record of mileage, gasoline consumption, the number of passengers both scheduled and who actually driven, etc.

Responsible for upkeep, maintenance and cleanliness of vehicle. Reports deficiencies/problems immediately to the city garage as well the Director of Veterans' Services.

Upon return to New Bedford, if the van is clean and in working order but it is not time for the driver to leave work, the driver will report back to the Veterans' Services office to assist staff with miscellaneous tasks until the driver's shift is over.

QUALIFICATIONS: Must be able to safely and comfortably drive and operate a 14-16 passenger shuttle van. Must have knowledge of streets/roads and community medical facilities.

Must have ability to establish and maintain effective working relationships with peers and superiors. Must be able to perform duties with some latitude for individual judgment. Must have ability to operate lift equipment for 16 (B) 2 vehicle. Must be courteous and sensitive to needs of elders. Must have received CPR and First Aid Training. Bilingual preferred but not mandatory.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license and good driving record. Operates motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C. Driver must be certified in First Aid and CPR to maintain agreement with SRTA.

PHYSICAL AND ENVIRONMENTAL STANDARDS: Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous 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 which 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.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

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.

The South Coast Hot Jobs List – 21 July, 2016



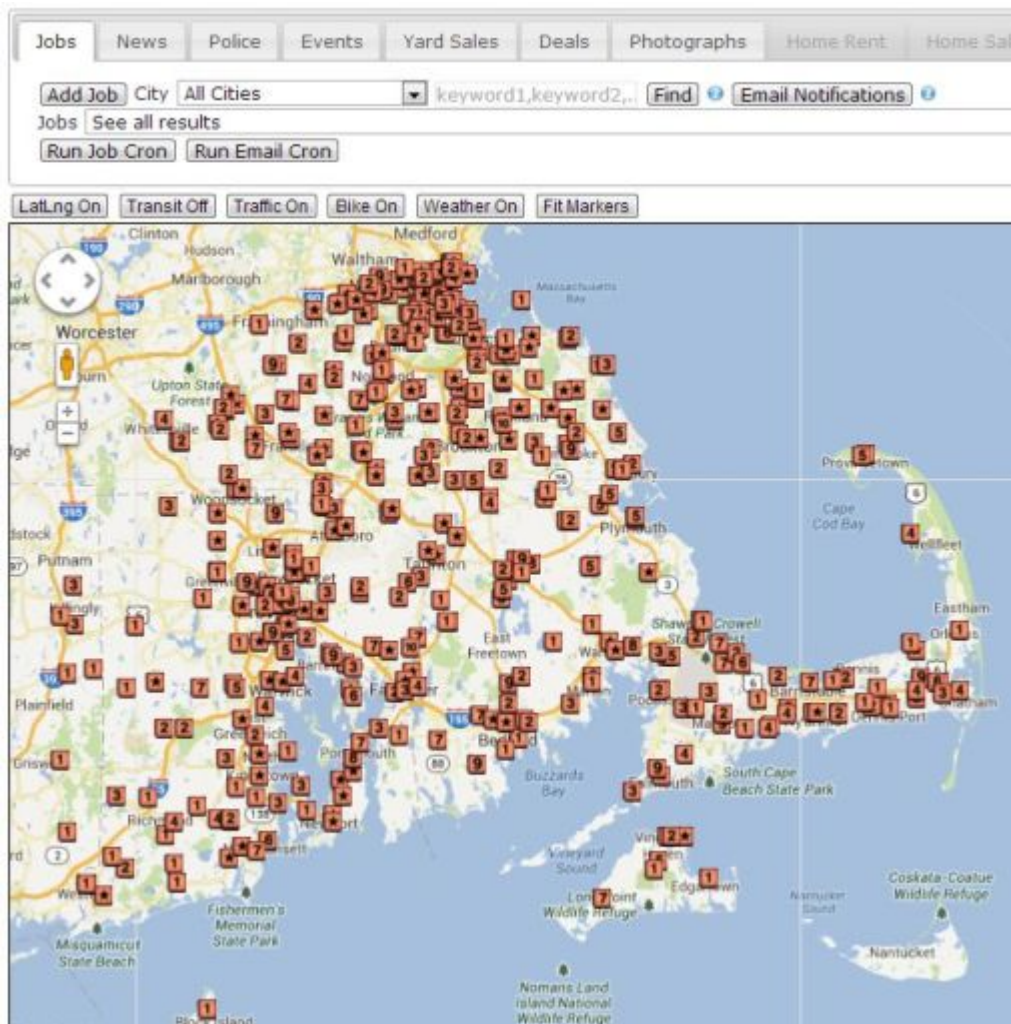
by

Michael
Silvia

The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

To solve this, each week New Bedford Guide will pull jobs from our **jobs database** to inform job seekers about the hottest jobs in the area.

We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents article**.



Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of July 21, 2016.

01. Bookseller (Part-Time) – Barnes & Noble (North Dartmouth)

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. Full job description can be found: **here**.

02. Activity Assistant – Brookdale (North Dartmouth)

Assist activities coordinator with developing and implementing recreational programs, provide hands-on involvement in programs during the residents' scheduled times, assist in the planning, orientation and supervision of volunteers, support

the activities coordinator in exploring opportunities for resident socialization and engagement. Full details and application process: [**here**](#).

03. Part-time Monitor – Kennedy Donovan Center (New Bedford)

Provides supervision to persons with disabilities or special healthcare needs while being transported to various locations as assigned, maintain safety and order on vehicle while in transit, maintain visual contact with passengers at all times, assure that all restraints and safety equipment are properly engaged before transit begins, monitor consumers' health and well being and provide care as trained, respond to medical emergencies as trained, utilize communication devices as needed to maintain contact with transportation base, destinations and other vehicles, ensure that when in transit, any medical equipment is positioned and secured to the floor, vehicle seat or wall of vehicle below the window line. For full job details and application process: [**here**](#).

04. Patient coordintor – Kool Smiles (New Bedford)

The 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. For full job details and application process [**here**](#).

05. Veterinary Receptionist – Pet Partners Animal Clinic (Fall River)

Experienced Veterinary Receptionist. Pet Partners, a non-profit animal wellness clinic has an opening for a full-time veterinary receptionist to join our thriving practice. The applicant must have a minimum 5 years receptionist history and be reliable, self-motivated, detail oriented with exceptional interpersonal and organizational skills. Full details and application process [**here**](#).

06. Part-time Office Assistant – Morin & Pepin, Inc. (Fairhaven)

Part time position available immediately in a busy small office environment. Four day work week-6hrs a day. Experienced with Quickbooks, MS Office, Outlook, internet web base contact, data entry, customer service, record keeping, professional telephone etiquette, various other duties to help General Manager. For full job details and application process [here](#).

07. Clerk/Customer Service – CVS Health (New Bedford)

Part time positions available for people with awesome people skills!! Flexible schedule a plus. Select benefits are available. Responsibilities include compassionate, caring and friendly service to all customers and patients. General clerk duties like ringing a register, helping people find what they are looking for and with their purchases, as well as stocking, organizing and cleaning. the sky is the limit on what you want to do and how you want to grow with us. For full job details and application process [here](#).

08. Dental Receptionist – N. E. Dental Specialists (New Bedford)

We are looking for an experienced part-time/full-time dental receptionist for a busy, fast-paced multi-speciality office. Candidate must have previous dental experience. Candidate must be courteous, reliable, punctual, polite with excellent customer service skills. Knowledge of Dentrix is a bonus. Candidate must have experience with insurance eligibility, copays/deductible, pre-tx estimates, posting payments, aging report, etc... Please email your resume. For full job details and application process [here](#).

09. Childcare Staff Preschool & After School – YMCA Southcoast (Mattapoisett)

Preschool Lead teacher needed for the Mattapoisett Y Shining Tides Preschool. This is a small program with 30 children on a beautiful waterfront location. The program follows the ORR school calendar and runs M-F 7:45-2:45. Great “mothers hours”! Associates or bachelors degree preferred. EEC teacher or lead

teacher qualified required.

& Preschool teacher Assistant needed for the Mattapoisett Y Shining Tides Preschool. M-F 8:30-12:30 September-June Summer hours optional. EEC teacher certification required. For full job details and application process [here](#).

10. Financial Aid Counselor – Part-time – Bristol Community College (Fall River)

Responsible for processing student financial aid files and determining student eligibility for federal and state financial aid funds; meet with students to provide information about financial aid programs and assist students to complete necessary applications and forms; conduct workshops on and off campus and present pertinent information in regards to the availability of financial aid; work collaboratively with the financial aid staff and other college personnel to deliver student centered services with an emphasis on customer service; and use technology to facilitate access to and encourage student retention. Full details and application process [here](#).

Need a resume or cover letter? Quality, professional product, quick turnaround, and proven success helping clients secure interviews. Let a professional writer help. Contact Ashley Bendiksen Professional Writing Services at www.ashleybendiksen.com or email her at ashleybendiksen@gmail.com.

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

Help Wanted: Health Care Solutions Team hiring Inside Sales Executive

Job Title: Inside Sales Executive

Job Description:

We are an established inside sales and marketing company based in Massachusetts. We are looking for energetic, professional account representatives to join our team. We have a proprietary system that allows us to prospect and make sales to pre-qualified, interested consumers only. We sell products related to health insurance: health, life, dental, vision, etc... ALL sales are done over the phone/web nationwide.

Life/health insurance licensed people preferred. Sales experience or a desire to be in sales is a must.

Please call our dedicated recruiting phone line at (508)205-9422 or email us at **recruiterma@myhst.com** to schedule a time to come in.

www.facebook.com/healthcaresolutionsteam

www.heathcaresolutionsteam.com

The South Coast Hot Jobs List – 14 July, 2016

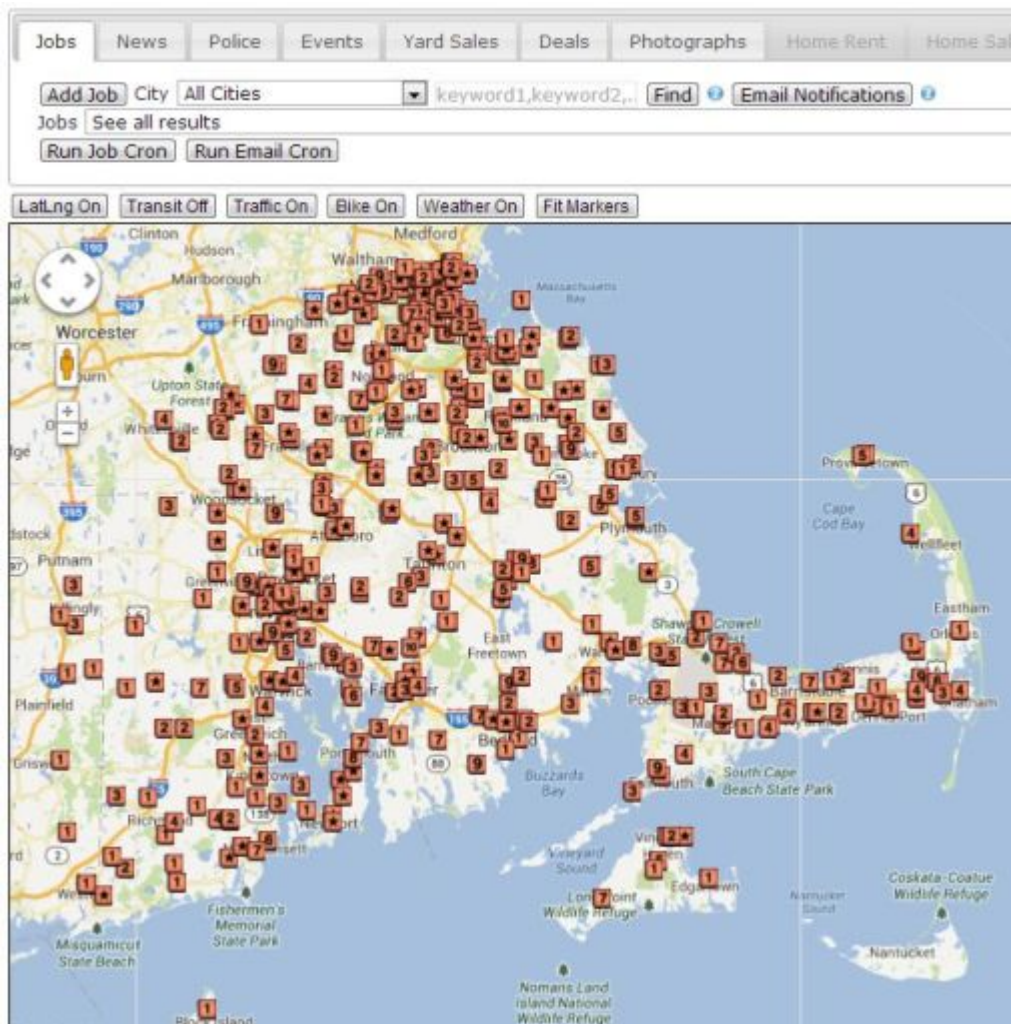


by
Michael
Silvia

The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

To solve this, each week New Bedford Guide will pull jobs from our **jobs database** to inform job seekers about the hottest jobs in the area.

We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents** [article](#).



Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of July 14, 2016.

01. Full Charge Bookkeeper (Part-Time) – Niche Inc (New Bedford)

We are currently looking for an experienced Full Charge Bookkeeper to work for our mill complex and mfg companies in New Bedford, MA. The position is 20 – 30 hours per week. Manage the accounts receivable & payable, reconciling bank/credit card statements and general ledger. Full job description can be found: **[here](#)**.

02. Backroom Team Member – Target (New Bedford)

Keep merchandise organized and accessible. Work as part of a fast, fun and friendly Backroom team. Maintain a clean, great-looking store. Quickly and accurately respond to merchandise requests. Help drive sales by pulling merchandise quickly and

accurately. Place items on shelves and sales floor. Lift 40 pounds repetitively and assist with heavy merchandise. Move merchandise safely using the proper equipment. Use technology to read instructions and enter information. Work independently. Use excellent planning and organizational skills. Full details and application process: [here](#).

03. Human Resources Administrative Support – Child and Family Services (New Bedford)

Child and Family Services is looking for a Human Resources Administrative Support candidate to work in our busy HR department. This is a full time position (40 hours) who is a direct member of the Human Resource Department. This position is to provide administrative support to the Human Resources Department. For full job details and application process: [here](#).

04. Patient coordintor – Kool Smiles (New Bedford)

The 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. For full job details and application process [here](#).

05. Veterinary Receptionist – Pet Partners Animal Clinic (Fall River)

Experienced Veterinary Receptionist. Pet Partners, a non-profit animal wellness clinic has an opening for a full-time veterinary receptionist to join our thriving practice. The applicant must have a minimum 5 years receptionist history and be reliable, self-motivated, detail oriented with exceptional interpersonal and organizational skills. Full details and application process [here](#).

06. Family Support Specialist – Seven Hills Foundation (New Bedford)

The Family Support Specialist will focus on the family while addressing the needs of the individual children and adults in

order to improve overall functionality, ensure family participation in the planning of services and work toward building the strengths and abilities of families. Family Support Specialists will assist children and youth in maintaining positive connections to their families; reflect, respect and respond to the cultural and linguistic strengths and needs of the child and family; and foster the integrity of the family unity whenever possible and consistent with the Department of Social Services permanent plan, without compromising the safety of its members. For full job details and application process [here](#).

07. Clerk/Customer Service – CVS Health (New Bedford)

Part time postions available for people with awesome people skills!! Flexible schedule a plus. Select benifits are available. Responsibilities include compassionate, caring and friendly service to all customers and patients. General clerk duties like ringing a register, helping people find what they are looking for and with their purchases, as well as stocking, organizing and cleaning. the sky is the limit on what you want to do and how you want to grow with us. For full job details and application process [here](#).

08. Financial Aid Counselor/Part-time – Bristol Community College (Westport)

Responsible for processing student financial aid files and determining student eligibility for federal and state financial aid funds; meet with students to provide information about financial aid programs and assist students to complete necessary applications and forms; conduct workshops on and off campus and present pertinent information in regards to the availability of financial aid; work collaboratively with the financial aid staff and other college personnel to deliver student centered services with an emphasis on customer service; and use technology to facilitate access to and encourage student retention. For full job details and application process [here](#).

09. Night Baker – New York Bagel (North Dartmouth)

New York Bagel is looking for a qualified Night time baker. Experience required week nights and weekend nights. Drivers license required For full job details and application process [here](#).

10. Stock Associate – Cardoza Wine & Spirits (Fairhaven)

2-20 hours/week or more in the Weekends, looking for a Part-time Stock person for a busy Beer, Wine & Spirits store, applicants with previous experience in retail/liquor/beer-wine store is preferred, 21+ years of age is required. Full details and application process [here](#).

Need a resume or cover letter? Quality, professional product, quick turnaround, and proven success helping clients secure interviews. Let a professional writer help. Contact Ashley Bendiksen Professional Writing Services at www.ashleybendiksen.com or email her at ashleybendiksen@gmail.com.

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

Help Wanted: City of New Bedford hiring for a Data

Lister

CITY OF NEW BEDFORD

DATA LISTER \$41,899 – \$51,107

ASSESSOR'S

Inspects and records information and property tax valuation on residential and commercial property. Verifies all information on property record card. Produces quality and quantity necessary to meet Massachusetts appraisal standards. Measures and lists parcels to main cyclical review of standards; recently sold parcels are also required to be measured and listed individually. Photographs parcel when updates are necessary. Measures and lists parcels that have been granted building permits. Measures and lists parcels that taxpayers dispute the valuation for. Reviews taxpayer contact information and coordinates appointments. Assists in the re-mapping of parcels that need to be split or combined. Follows up on open building permits for both real and commercial property. Notes changes and updates. Reviews all real property systematically to ensure accurate and current information for tax valuation. Translates the field data onto computerized property record cards, and make the necessary calculations and computations from cost and depreciation tables to determine the property's valuation, when necessary. Assists with translating the field data to computer terminology and entering the data into the computer. Performs a variety of technical and administrative support functions for the Assessors' Office, including some clerical functions. Assists customers and the public at the counter, when office coverage is necessary. Performs related work as required and assigned.

High school graduate or GED equivalent. At least two (2) years of experience in the assessing, building, or appraisal field. 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 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**