

Help Wanted: City of New Bedford hiring for temporary Clerk Typist

CITY OF NEW BEDFORD

CLERK TYPIST \$13.00 – \$18.48/hr

ELECTIONS

Performs, according to standard office procedures, a variety of clerical duties requiring a degree of decision and knowledge of the functions of the department and serves mutual customers conveniently, efficiently and confidentially. Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Types reports, business correspondence, application forms for State and Federal Offices. Files records and reports, posts information to records, sorts and distributes mail, answers telephone, and performs similar duties. Must oversee that every aspect of the process of all applications be transmitted on a daily basis to the proper agencies, including disposition of execution fees. Computes amounts, using adding or calculating machine, examines documents for correctness, maintains files, and assists public and other departments with inquiries. Must have a basic understanding of the political process as well terminology related to party enrollment and voting process. Provides clerical support to the department as required.

Graduation from a high school or GED equivalent, and experience with general office procedures such as typing, filing, data processing. 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**

The South Coast Hot Jobs List – 7 July, 2016

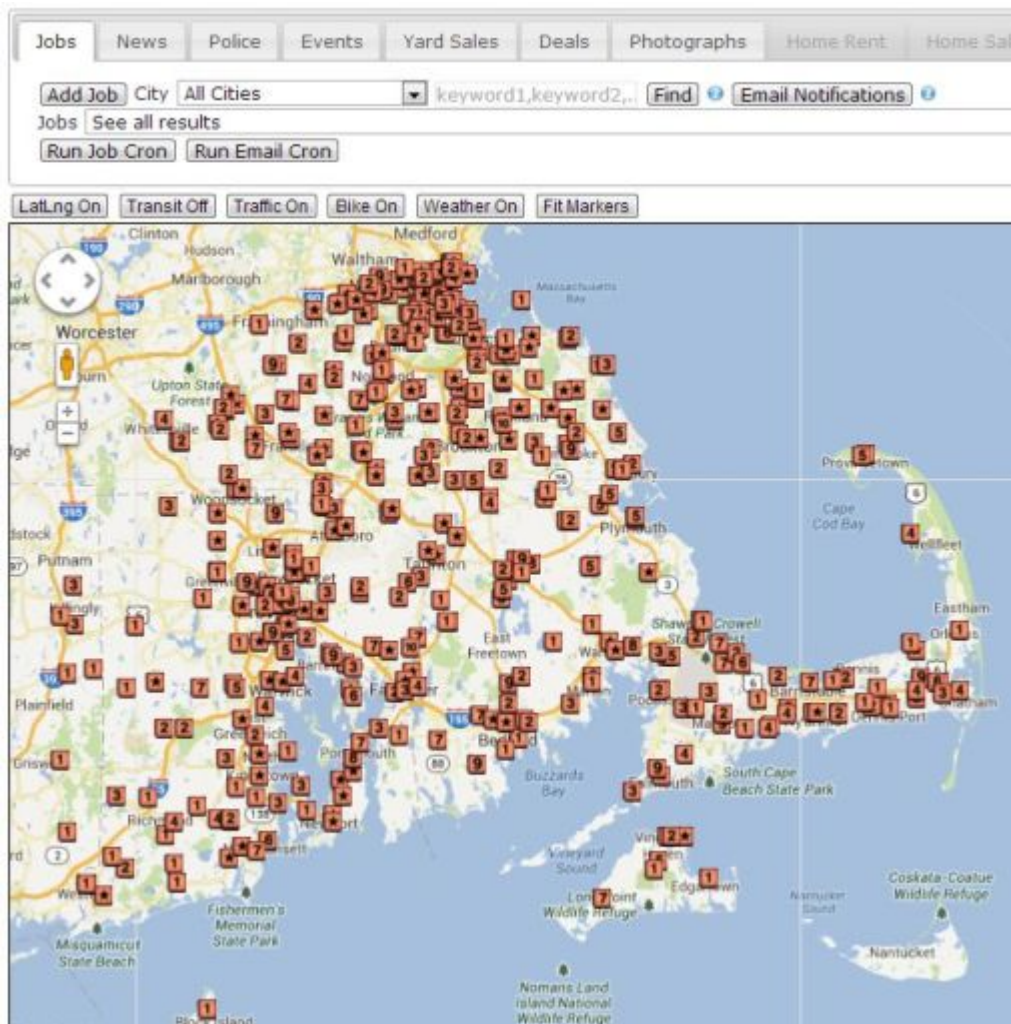


by
Michael
Silvia

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 7, 2016.

01. Warehouse – HW Staffing (New Bedford)

1st, 2nd and 3rd shift warehouse openings. Packing, folding, and machine operators \$10-11 hr. Full job description can be found: **here**.

02. Production Workers – HW Staffing (Wareham)

needed for 3rd shift \$10.75-\$11.75. Temporary to permanent. Full details and application process: **here**.

03. Part-time Office Assistant – Morin & Pepin (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](#).

04. Machine Operator – Morgan Advanced Materials (New Bedford)

The Machine Operator (Ceramics) is a position reporting directly to the Manufacturing Supervisor. Machine Operators are responsible for maintaining equipment productivity for the Ceramics Industry within Morgan Advanced Materials. The role is an exciting opportunity to join a global, dynamic, Hi-Tech team, supporting the medical and aerospace industries. We are the industry leader in development and manufacturer of ceramic to metal seals for both Aerospace and Medical markets. For full job details and application process [here](#).

05. Dispatch/Data Entry – Sid Wainer & Son (New Bedford)

The Dispatcher must be organized, well-spoken, and friendly. Successful candidates must have a sincere customer service oriented demeanor to assist Drivers, Sales Representatives, Customers, and the general public. General knowledge of surrounding geography is required. Full details and application process [here](#).

06. Service Desk Attendant – Healthtrax (North Dartmouth)

The Service Desk Attendant assumes responsibilities for greeting members, member check-in, member services, sharing of Fitness & Wellness Center program information, service desk revenue generation and cleanliness of the service desk and reception areas. Must maintain a well-groomed appearance and is in compliance with company dress code, as well as a professional demeanor. Communicates clearly, informatively and professionally. For full job details and application process [here](#).

07. Assistant Mgr Trainee – Walmart (North Dartmouth)

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

08. Furniture Sales Associate – Cardi's Furniture (Swansea)

As a full time sales associate, you can earn between 45,000 to 100,000 annually, depending on your performance and drive to succeed. We provide great benefits, a beautiful and fun work environment, growth opportunities, paid training and a very competitive income. We make it easy to sell by offering the widest selection, at the best prices with award winning customer service. For full job details and application process [here](#).

09. Merchandise Specialist – VF Outlet (North Dartmouth)

The Primary objectives of this position are to support store management with processing, visual presentation and replenishment of sales floor departments. May assist in other areas as needed. For full job details and application process [here](#).

10. Residential Staff – Crystal Springs Inc. (Assonet)

Provide support to individuals related to the growth and development of their personal routines (i.e. personal hygiene, cooking, cleaning, recreation, community involvement, etc.) through the provision of a positive, re-enforcing environment that focuses on independence and individual choice; to work as a member of an inter-disciplinary team; monitor for the medical, behavior and safety needs of each individual through consistency of supports and documentation of events within the home, community and all other supported environments while maintaining effective levels of communication at all times. 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**.

The South Coast Hot Jobs List – 3 July, 2016

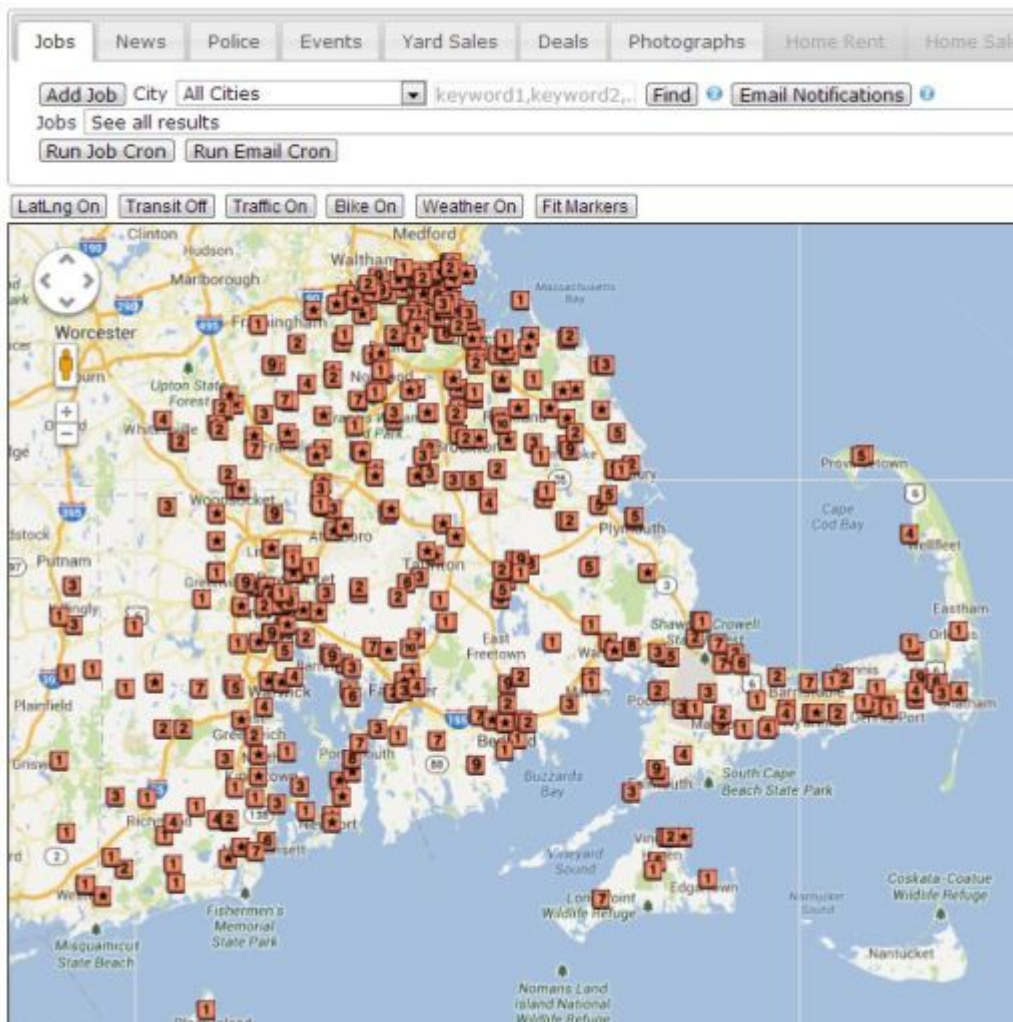


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02. Production Workers – HW Staffing (Wareham)

needed for 3rd shift \$10.75-\$11.75. Temporary to permanent. 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 coordinator – 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](#).

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07. Sales Associate – Bath & Body Works (North Dartmouth)

OSupports delivering sales plan through selling effectiveness.

Consistently execute to the selling model, meet selling goals/expectations during scheduled shifts, support replenishment activities that keep the store full and abundant. For full job details and application process [here](#).

08. Veterinary Assistant/Receptionist – Acoaxet Veterinary Clinic (Westport)

. We are looking for a reliable and motivated individual to join our team. Job duties include, but are not limited to: animal restraint, client education, venipuncture, radiology, pharmacy duties and performing in-house diagnostics, among other responsibilities. We offer a generous benefit package for full time employees. Schedule will include some evenings and Saturdays. Some experience is required, but willing to train the right person with furthering their animal/medical skills. 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. Clerk/Cashier – CVS Health (New Bedford)

To ensure customer satisfaction by handling each customer with the eye's, hi's and help. To ensure each customer has a positive shopping experience and to remember that the customer is the top priority. 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: The Boys & Girls Club seeking Marketing & Media Summer Intern

The Boys & Girls Club of Greater New Bedford and the Physicians to Prevent Opioid Abuse is seeking an intern to assist in Marketing & Media. Qualifications include a working knowledge of website management and social media including Twitter, Instagram, and Facebook. This summer internship will be compensated with \$100 stipend per week for 10 weeks.

Boys & Girls Club
of Greater New Bedford/Wareham
166 Jenney Street
New Bedford, MA
(508) 992-8011
wcrowley@bgcnewbedford.org

Help Wanted: City of New Bedford Hiring EMT

City of New Bedford

EMT BASIC \$13.39hr – \$16.94hr

EMERGENCY MEDICAL SERVICES

Provides emergency care and transportation for the sick and injured. 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. Prepared to work a rotating schedule, composed of 26 weeks of 36 hours and 26 weeks of 48 hours intermingled throughout the year.

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. Operates motor vehicle on a regular basis and subject to drug/alcohol testing. 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.** EE0

Help Wanted: HW Staffing hiring for 14 positions in 7 locations

HW Staffing is hiring for the following positions:

Dartmouth opening:

Assemblers needed for busy manufacturing company in Dartmouth

2nd shift 4:30-12:30am

Temp to perm positions

New Bedford openings:

1st, 2nd and 3rd shift warehouse openings

Packing, folding, and machine operators

Wareham openings:

Production workers needed for 3rd shift

Temporary to permanent

Taunton openings:

1st and 3rd shift openings
12 hour rotating shifts
Packers and machine operators

Bourne openings:

1st and 3rd shift laborers
Stacking pallets, unloading trucks
Must pass background and drug test

Bridgewater openings:

1st, 2nd and 3rd shift production workers and machine operators needed

Franklin openings:

Production workers and assemblers needed
Weekend shift Friday, Saturday, Sunday 4pm-4am, 4am-4pm
Work 36 get paid 40 hours

Dighton openings:

Machine operators, Order pickers, and Packers
1st, 2nd and 3rd shift

For more information call 508-994-6464 or check out: <http://hwstaffing.com/>

Walk-ins Monday- Friday from 8am-3:30pm.

New Bedford Office
822 Mt. Pleasant Street
New Bedford, MA 02745
508.994.6464

Other locations at the bottom of the website: <http://hwstaffing.com/>

Help Wanted: Town of Dartmouth Hiring Waste Reduction Enforcement Coordinator

JOB POSTING

TITLE: Waste Reduction Enforcement Coordinator
UNION: N/A
LOCATION: Department of Public Works
DATE AVAILABLE: ASAP
SALARY: \$17 per hour

RESPONSIBILITIES:

This is a grant funded position at 32 hours per week for 77 weeks. The goal of the Waste Reduction Enforcement Coordinator (WREC) is to reduce the amount of contamination and banned items in the recycling carts, increase the rate and volume of recycling, and decrease solid waste disposal. This will be accomplished through an education and enforcement program to ensure that the Town of Dartmouth's residents are separating accepted recyclables from trash to the fullest extent possible, and placing them curbside for collection. The WREC will carry out enforcement activities in conjunction with an outreach campaign to notify residents of the town's intent to enforce mandatory recycling and to explain the benefits of recycling to the community.

QUALIFICATIONS:

Applicant must possess a High School Diploma; Associate's Degree preferred or any equivalent combination of education and experience. A valid driver's license and must possess a reliable vehicle. Proficiency in basic Microsoft Excel and Word functions. Good organizational skills. Ability to interact effectively with the general public.

APPLICATION DEADLINE: Open until filled

Applicants may submit a cover letter and resume to:

Personnel Department
Town of Dartmouth
400 Slocum Road
Dartmouth, MA 02747

Or email to:

mmedeiros@town.dartmouth.ma.us

Town of Dartmouth is an Equal Opportunity Employer

TOWN OF DARTMOUTH

WASTE REDUCTION ENFORCEMENT COORDINATOR

General Statement of Duties

The goal of the Waste Reduction Enforcement Coordinator (WREC) is to reduce the amount of contamination and banned items in the recycling carts, increase the rate and volume of recycling, and decrease solid waste disposal. This will be accomplished through an education and enforcement program to ensure that the Town of Dartmouth's residents are separating accepted recyclables from trash to the fullest extent possible, and placing them curbside for collection. The WREC will carry out enforcement activities in conjunction with an outreach campaign to notify residents of the town's intent to enforce mandatory recycling and to explain the benefits of recycling to the community.

Essential Duties and Responsibilities

(The essential functions or duties listed below 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.)

Outreach and Publicity

Assist with the preparation and implementation of a communications plan that includes:

- When the enforcement program will be introduced
- What communication tools will be used to announce the program (e.g. press release, Town website information, billing inserts, direct mail, notices at community centers, public access cable TV announcements, etc.)
- Who to contact with questions about the program
- What is required to be in compliance
- What is considered non-compliance
- Why the program is being implemented

Establish Baseline Information

Utilizing the Town's data collection system, the WREC will analyze town-wide baseline recycling data that will be used to benchmark the progress of the recycling enforcement program.

Conduct Enforcement

- Implement the enforcement procedures by conducting regular inspections of all routes.
- Document the number of residents found in compliance and the number found out of compliance.
- Take appropriate enforcement actions for those residents found to be out of compliance with the recycling program
- Issue trash/recycling fines to homeowners who fail to comply with Department of Public Works regulations by placing recyclable items (such as cardboard boxes) in the trash.

Track and Report results

- Use baseline data, enforcement data, and subsequent recycling and solid waste tonnage to assess the quantitative impact of the enforcement program on the Town's recycling program.
- Conduct a follow-up recycling set-out rate analysis for all Town customers.

Supervision

Works under the supervision of the Director of Public Works or his/her designee.

Minimum Qualifications

Applicant must possess a High School Diploma; Associate's Degree preferred or any equivalent combination of education and experience. A valid driver's license and must possess a reliable vehicle. Proficiency in basic Microsoft Excel and Word functions. Good organizational skills. Ability to interact effectively with the general public.

Knowledge Skills and Abilities

- Knowledge of waste reduction and recycling issues.
- Knowledge of Town of Dartmouth's trash and recycling program helpful.

Job Environment

Job conditions consist of outside monitoring of the curbside recycling materials. Tracking material quality and documenting violations.

Physical Requirements

Requires extensive walking in all weather conditions in addition to office work.

Help Wanted: New Bedford

Public Schools hiring School Electrician

POSITION: Public School Electrician

DEPARTMENT: Facilities Operations

FUNCTION: Installs, maintains, tests and repairs all components of electrical systems. To perform routine maintenance and to respond to alarms and emergency calls related to mechanical systems and utilities. This position was established for the purpose of providing electrical services, per district/local/state/federal objectives and/or standards, with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and fire alarm equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

SUPERVISION RECEIVED: Works under the general supervision of the Assistant Facilities Manager (Supervisor of Maintenance) and/or Director of Facilities Operations.

SUPERVISION EXERCISED: None.

DUTIES

1. Analyzes blue prints, schematics, and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
2. Coordinates with assigned trades for the purpose of completing projects and work orders efficiently.
3. Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair.
4. Informs personnel regarding procedures and/or status of

work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.

5. Inspects electrical systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.

6. Installs electrical system components (e.g. lighting, alarms, electrical panels, switches, circuits, scoreboards, timers, fire panels, smoke detectors, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.

7. Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

8. Monitors the electrical work of outside contractors (e.g. new school sites, electrical system upgrades/expansions, major remodels, etc.) for the purpose of ensuring that the projects are satisfactory completed and within district specifications.

9. Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.

10. Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.

11. Repairs electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switches, intercom systems, cafeteria kitchen equipment, etc.) for the purpose of ensuring a safe working condition.

12. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.

13. Responds to emergency situations during and after hours

for the purpose of resolving immediate safety concerns.

14. Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

15. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems; and blueprints and schematics.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar

processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working independently and with interruptions; and complying with OSHA regulations.

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Responsibility

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Education

High School diploma or equivalent.

Experience

Job related experience is required.

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CITY OF NEW BEDFORD

CLERK TYPIST \$12.84hr – \$18.26/hr

PARKS, RECREATION & BEACHES

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Graduation from a high school or GED equivalent and experience with general office procedures such as typing, filing and data processing. Must be computer literate. Ability to access, input and retrieve information from a computer. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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Help Wanted: FedEx Ground – Part-time Package Handler

Interested in a fast-paced job with career advancement opportunities?

Join the FedEx Ground team as a part-time package handler.

Part-time Package Handlers

\$12.55/hr. Early AM Start.

Qualifications:

- Must be at least 18 years of age
- Must be able to load, unload and sort packages, as well as perform other related duties

All interested individuals must attend a sort observation at one of our facilities prior to applying for the part-time package handler position.

For more information, or to register for a sort observation, please go to

WatchASort.com.

17 Cowen Drive, Middleboro, MA 02346

FedEx Ground is an equal opportunity/affirmative action employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce.