

# Marion Animal Hospital Seeking Veterinarian Technician



*The staff at Marion Animal Hospital.*

We are a 3 doctor, primarily small animal hospital seeking a full time CVT or highly experienced technician to join our team. The position will require some evenings and every other Saturday. The technicians rotate covering on-call weekends. (about 1 on call weekend per month)

Responsibilities include:

- nursing care
- xrays
- venipuncture
- IV catheter placement
- anesthesia
- surgery assisting
- triage
- taking patient histories.

We service the small south coast town of Marion and surrounding towns. Our Doctors and Technicians are enthusiastic and we pride ourselves on providing the best care

for our patients and their owners.

This veterinary technician position is full time with benefits, including medical, dental, sick, holiday and vacation time, short term disability, and pet care discounts.

Please email resume and letter of interest to Chantelle, Practice Manager at [chantelle@marionanimalhospital.com](mailto:chantelle@marionanimalhospital.com) or fax to 877-380-2669

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## **Part-time Site Coordinator Needed in Fall River**



Contact:

Robin Gilbert, Operations Director  
[robin@sowma.org](mailto:robin@sowma.org)  
508-587-9091

The mission of School on Wheels of Massachusetts is to educate children impacted by homelessness by providing academic support and one-on-one mentoring so children can reach their

full potential. Our main program is one-on-one tutoring at shelters, hotels, learning centers, and schools. We are currently seeking a Site Coordinators for the Roy St. shelter in Fall River. The Site Coordinator supervises the tutors and students at a particular site, and is the connection among shelter/school staff, children and families, tutors, and School on Wheels staff.

#### Qualifications:

- ☐ College graduate
- ☐ Educator with classroom experience
- ☐ Excellent organizational and communication skills
- ☐ Flexibility and creativity
- ☐ Technology proficient

#### Preferred:

- ☐ CPR trained

#### Days and Times:

- ☐ Mondays and Wednesdays, 5:00-8:15pm\*
- ☐ Tutoring sessions scheduled to begin on Wednesday, October 7

\*Site Coordinators will also be paid for up to 3 hours of prep time each week, as needed

#### Site Coordinator responsibilities include:

- ☐ Supervise students and tutors during designated tutoring times and provide learning resources and support as needed
- ☐ Model effective tutoring techniques for tutors
- ☐ Familiarity with all student academic information including literacy and math evaluations, teacher assessments, report cards, and IEP summaries
- ☐ Regular communication with tutors about their students, how their tutoring sessions are going, any additional support they might need, etc.
- ☐ Regular communication with SOWMA office, School on Wheels

program partners, and students' teachers and parents about any issues that arise concerning the program or a particular student

- Weekly tutoring schedules and reports

Required Trainings and Meetings (you will be paid for all meeting and training time):

- 3- hour Tutor Training in August

- Total of 12 hours of Site Coordinator training in August

- Monthly Site Coordinator meetings, September-June, first Saturday of the month for 2.5 hours

Salary:

- \$15/hour

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## **The South Coast Hot Jobs List – 02 July 2015**



by  
Michael  
Silvia

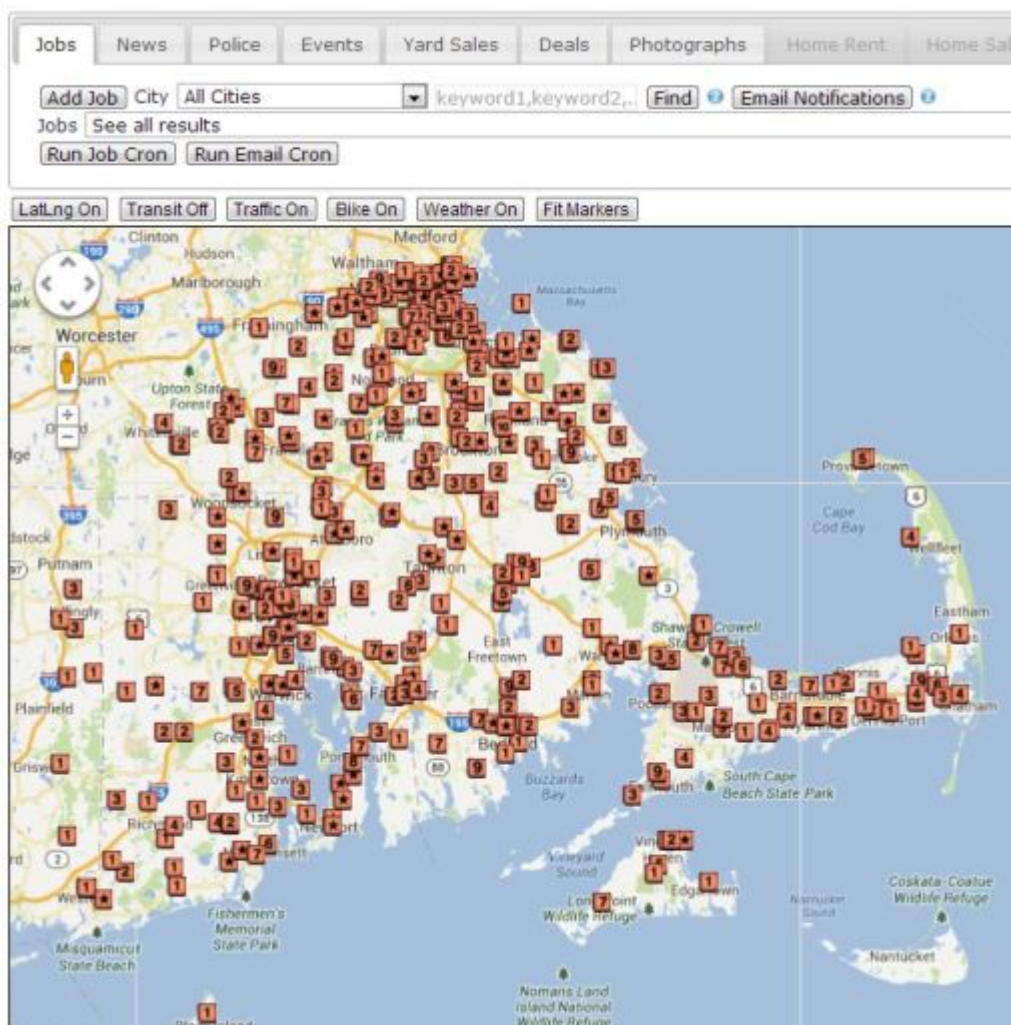
The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of

information on available job openings.

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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.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of July 2, 2015:

**1. Class A CDL Drivers – Reinhart Foodservice (Featured Job of the Week)**

Transporting products from our distribution center to our customer locations, the individuals we select will conduct pre/post-trip inspections, unload cased products from trailers to desired locations, and handle other duties as assigned. Widely respected as an employer of choice, Reinhart Foodservice is the nation's fourth-largest U.S. broadline distributor, and the largest family-owned distributor in the U.S.

In addition to excellent pay, we offer the size, strength, stability, and resources to help you succeed; and with local routes that get you home daily, you'll enjoy the quality work/life balance you want, and the competitive compensation you deserve. New hires will enjoy competitive pay, corporate stability, great benefits and a \$4,000 sign-on bonus. For full job description and contact details, click [\*\*here\*\*](#).

## **02. HVAC Service & Installation Technician**

Brodeur & Sons, Inc., is currently seeking EXPERIENCED HVAC SERVICE & INSTALLATION TECHNICIAN for an immediate opening. Oil burner license and CDL/Hazmat license a plus, but not necessary. If you are a hard worker with dedication to superior customer service, please call our office for an interview. We can be reached at 508-995-5151 or at [phbrodeur@aol.com](mailto:phbrodeur@aol.com). Or stop by our office at 525 Church Street, New Bedford, MA 02745, office hours are Monday through Friday 8am to 4:30pm. Full details and application process [\*\*here\*\*](#).

## **03. Accounts Receivable Clerk – Sid Wainer & Son**

Sid Wainer & Son Specialty foods and produce is seeking an Accounts Receivable Clerk. The A/R Clerk conducts themselves with professionalism and confidentiality when working with customers, co-workers, and members of management. The A/R Clerk must be a team-player. Successful candidates will be organized and energetic. Full details and application process [\*\*here\*\*](#).

## **04. Food Service Receiver – St. Luke's Hospital (New Bedford)**

Under general supervision of the Food Service Manager or Designee, perform a variety of duties in ensuring proper receipt, storage and delivery of various supplies and food items according to established procedures. Ensure that various sanitation requirements are met. Inspect and record various supplies and equipment shipped or received. Deliver received equipment and supplies to applicable department areas in a timely manner. Trace and expedite all problem items as needed. Full details and application process [here](#).

#### **05. Customer Account Representative – Rent-A-Center (New Bedford)**

At Rent-A-Center, our business is centered on service and we're passionate about what we do. Our environment is fast-paced and offers ample opportunity to grow and develop, with top-performers entered into training programs to accelerate advancement to management. As a Customer Account Representative, you would be responsible for: Maintain accurate records of customer account activity, to include current and past due accounts. Review past due accounts and communicate in person and via phone with the customers to promote timely payments. Collect customer payments on a timely basis and meet daily/weekly collection standards. Complete customer service calls in a timely manner as assigned. Full details and application process [here](#).

#### **06. Shift Leader – D'Angelo (New Bedford)**

Assist the General Manager in the restaurant operation in a manner that will achieve corporate profit objectives, provide guest satisfaction, and maintain a friendly and enthusiastic work environment. Full details and application process [here](#).

#### **07. Team Leader – 10 Spot/MadRag (New Bedford)**

MadRag, known as the urban leader in the trendy juniors market throughout the New York, New Jersey area, including New England and Pennsylvania is currently searching for a qualified Team Leader in your area – New Bedford. Full details and application process [here](#).

#### **08. Teller FT – Santander Bank (New Bedford)**

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. Full details and application process [here](#).

#### **09. QC Assistant Manager – Oldcastle Materials (Acushnet)**

P.J. Keating Company, an Oldcastle Materials company, is a leading manufacturer of aggregate and HMA products and Paving and Construction in Massachusetts and Rhode Island. We operate aggregate and Hot Mix Asphalt (HMA) production facilities in Acushnet, Dracut, and Lunenburg, Massachusetts as well as Cranston, Rhode Island. Our modern facilities, veteran paving crews, experienced construction management team and large investment in plants and equipment make us one of the largest and most efficient producers in the state of Massachusetts as well as one of only two RIDOT approved stone suppliers in the state of Rhode Island. Full details and application process [here](#).

#### **10. Night Baker – Panera Bread (North Dartmouth)**

We take our craft seriously. Baking is central to the Panera Bread essence of warmth and quality. We use our expertise and take the necessary steps to create the best quality bread and baked goods. We work diligently and with flexibility to coordinate our daily responsibilities and uphold the procedures that ensure we deliver the high-quality products our customers love. Full details and application process [here](#).

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Be sure to also check out our Job Portal to find jobs by



location on a map: [newbedfordguide.com/map-page#pm\\_jobs\\_tab](http://newbedfordguide.com/map-page#pm_jobs_tab).  
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# Help Wanted HVAC Service & Installation Technician

Brodeur & Sons, Inc., is currently seeking **EXPERIENCED HVAC SERVICE & INSTALLATION TECHNICIAN** for an immediate opening. Oil burner license and CDL/Hazmat license a plus, but not necessary. If you are a hard worker with dedication to superior customer service, please call our office for an interview. We can be reached at 508-995-5151 or at [phbrodeur@aol.com](mailto:phbrodeur@aol.com). Or stop by our office at 525 Church Street, New Bedford, MA 02745, office hours are Monday through Friday 8am to 4:30pm.

## **JOB DESCRIPTION:**

- Ability to install and service boilers, furnaces and air conditioning systems
- Addressing the customer's HVAC concerns/needs
- Listening to the customer and providing suggestions and feedback to improve their existing system
- Completing all necessary installations and repairs in a timely manner
- Completing all necessary paperwork
- Ability to work Monday through Friday with occasional rotating on-call schedule

## **THE QUALIFICATIONS:**

- You have a minimum of 1 years of experience troubleshooting and/or installing HVAC systems.
- You enjoy working with people
- You have excellent communication skills
- You have a valid driver's license with no DUI convictions or license suspensions within 5 years
- EPA certification is a plus
- OSHA 10 is a plus

#### **THE BENEFITS:**

- Pension Plan with company match
  - Disability insurance
  - Paid holidays and vacations
  - Uniforms
  - Year-round work
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## **Help Wanted: Client Service Specialist (New Bedford)**

Individual is responsible for all initial calls in an estate planning law firm, including the intake process and providing clarity to clients as to how the estate planning process will unfold.

Job requirements include: follow up with clients to make sure each step in the process is running smoothly, that firm has the information we need to complete the process and to address any client concerns.

Position also includes closing cases at the end of the matter and following up with clients to obtain input regarding their experience.

Person must be friendly, patient and have the ability to convey a positive attitude.

#### Salary & Benefits:

- \$15/hour
- 40 hours per week (8-5, unpaid 1 hour lunch)
- After introductory 90 day period
- Long-term disability insurance
- Life insurance
- Company pays 50% health insurance premium
- 1 week paid vacation during the fourth quarter of 2015
- 1 personal days during the 4th quarter of 2015
- 1 sick day during the 4th quarter of 2015
- Job is located in New Bedford

Fax resume to: 508-994-2227.

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## **The South Coast Hot Jobs List – 25 June, 2015**



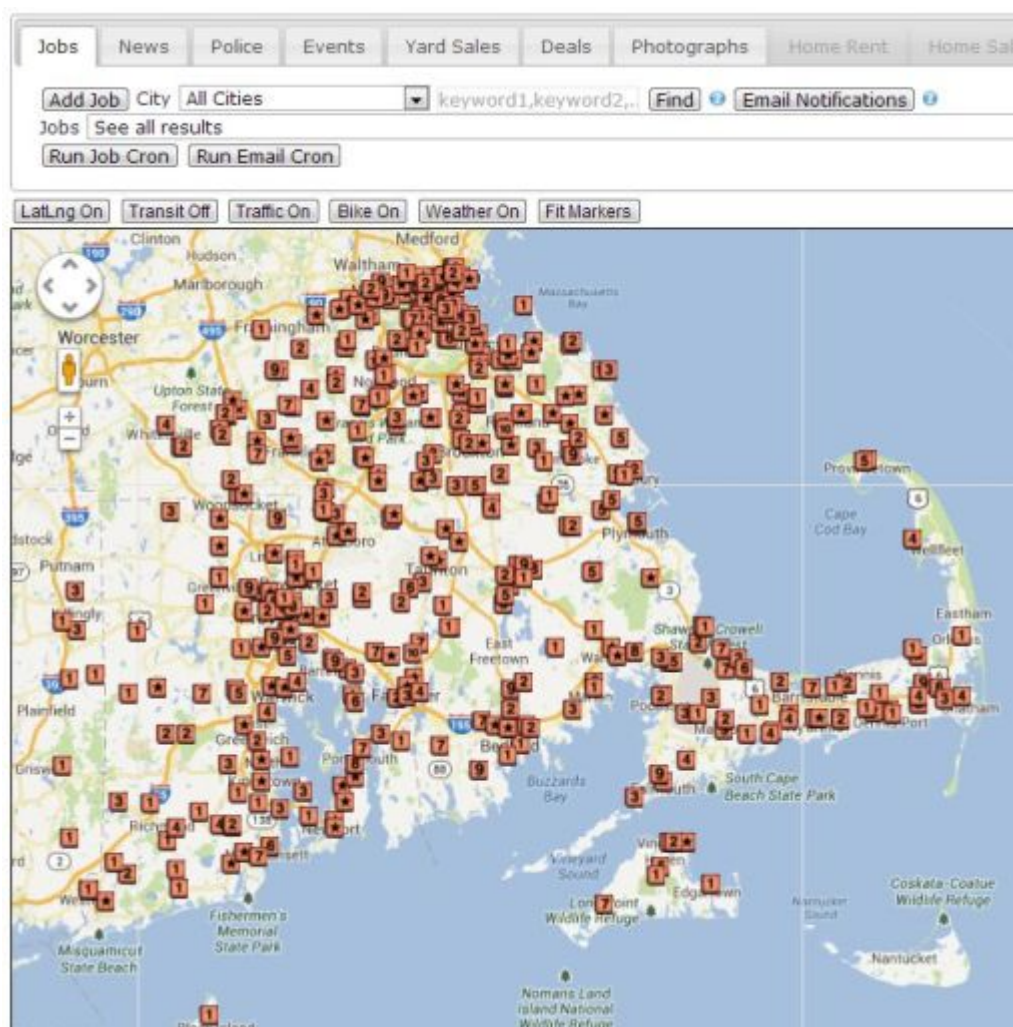
by  
Michael  
Silvia

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 jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

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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.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of June 25th, 2015:

### 1. Class A CDL Drivers – Reinhart Foodservice (Featured Job of the Week)

Transporting products from our distribution center to our customer locations, the individuals we select will conduct

pre/post-trip inspections, unload cased products from trailers to desired locations, and handle other duties as assigned. Widely respected as an employer of choice, Reinhart Foodservice is the nation's fourth-largest U.S. broadline distributor, and the largest family-owned distributor in the U.S.

In addition to excellent pay, we offer the size, strength, stability, and resources to help you succeed; and with local routes that get you home daily, you'll enjoy the quality work/life balance you want, and the competitive compensation you deserve. New hires will enjoy competitive pay, corporate stability, great benefits and a \$4,000 sign-on bonus. For full job description and contact details, [click here](#).

## **02. Footwear Lead – Kmart (Fairhaven)**

Assist management with the training of associates and provide input about associate performance for Footwear associates responsibilities such as providing excellent customer service, selling to and servicing customers within the Footwear departments, providing customer assistance and ensuring basic merchandise replenishment needs are met in order to deliver a positive customer shopping experience. Full details and application process [here](#).

## **03. Stock Person – Cardoza Wine & Spirits (Fairhaven)**

Position 1: Floor Person. Approx. 12-20 hours/week or more on the weekends. Applicants with previous experience in retail/liquor/beer-wine store is preferred. 21+ years of age is required. Night and weekend availability is required. Scheduled shifts are typically 6-8 hours. Stock responsibilities include helping customers, stocking coolers, stocking shelves, general cleaning up. Carry packages to customers vehicles. All applicants must have the ability to lift heavy (60 lbs) cases repetitively as well as work with minimal supervision. Apply in person with a resume at Cardoza's Wine & Spirits, 6 Sconticut Neck Rd, Fairhaven or [click the title](#) for e-mail and attach resume. NO PHONE CALLS

PLEASE. Required experience: Retail/Liquor Store : 1 year Full details and application process [here](#).

#### **04. Cook – Berkshire Healthcare (New Bedford)**

Prepare and cook foods following standardized recipes and department policies. Set up and serve entrees on tray line at all meals utilizing proper portioning and safe food handling techniques. Check and record tray line temperatures prior to meal service. Replace and reheat as needed to maintain appropriate temperatures. Proper storage of all food items following safe food handling procedures. Cover, label and date all items in appropriate size containers. Full details and application process [here](#).

#### **05. Customer Account Representative – Rent-A-Center (New Bedford)**

At Rent-A-Center, our business is centered on service and we're passionate about what we do. Our environment is fast-paced and offers ample opportunity to grow and develop, with top-performers entered into training programs to accelerate advancement to management. As a Customer Account Representative, you would be responsible for: Maintain accurate records of customer account activity, to include current and past due accounts. Review past due accounts and communicate in person and via phone with the customers to promote timely payments. Collect customer payments on a timely basis and meet daily/weekly collection standards Complete customer service calls in a timely manner as assigned. Full details and application process [here](#).

#### **06. Local Part Time Drivers – Centerline Drivers, LLC (New Bedford)**

Do you have a Class A CDL? We are hiring local part-time drivers to deliver a variety of packages and cargo in your area. As a part-time driver you can transport a variety of freight as a way for extra income or to get back on the road. Full details and application process [here](#).

#### **07. Delivery Technician – Enos Home Medical (New Bedford)**

The Driver/Technician is responsible for the delivery, set-up and pick up of DME equipment, supplemental oxygen products, and supplies to home care patients within a prescribed and assigned geographical area. Full details and application process [here](#).

#### **08. QA Supervisor – Aerotek Scientific (New Bedford)**

Aerotek is representing a client in the food and beverage industry who is looking to hire a QA Supervisor for 2nd shift. The individual will directly supervise employees in a fast paced environment assuring conformance to Food Safety Regulations, Food Defense, and all Corporate Policies. This position is or may be the facility SQF Practitioner. In the absence of this individual, the role of practitioner will be covered by the Director of Food Safety Quality Assurance; daily duties will be filled by an FSQA Manager, an FSQA Supervisor or an adequately training Sr. Tech or Tech II. Full details and application process [here](#).

#### **09. Cashier – Petco (North Dartmouth)**

To provide customer service at the cash wrap area of the store. This job is composed of a variety of different tasks which may be covered by operational guidelines, and while individual judgment may occasionally be required in order to complete assigned tasks; most questions are directed to the Assistant Manager, Assistant Store Manager or General Manager. Full details and application process [here](#).

#### **10. Store Manager – Family Dollar (New Bedford)**

As a Family Dollar Store Manager in Training you will be responsible for providing exceptional customer service while assisting the Training Manager in the daily operation of a retail store. Under the direction, training and observation of the Training Manager, the Store Manager in Training (SMIT) maintains inventories, store appearance and completes daily paperwork. The Store Manager in Training must be willing and able to accept a Store Manager position within the Market upon

completion of the training.  
Full details and application process **here**.

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# The South Coast Hot Jobs List – 18 June 2015



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 jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

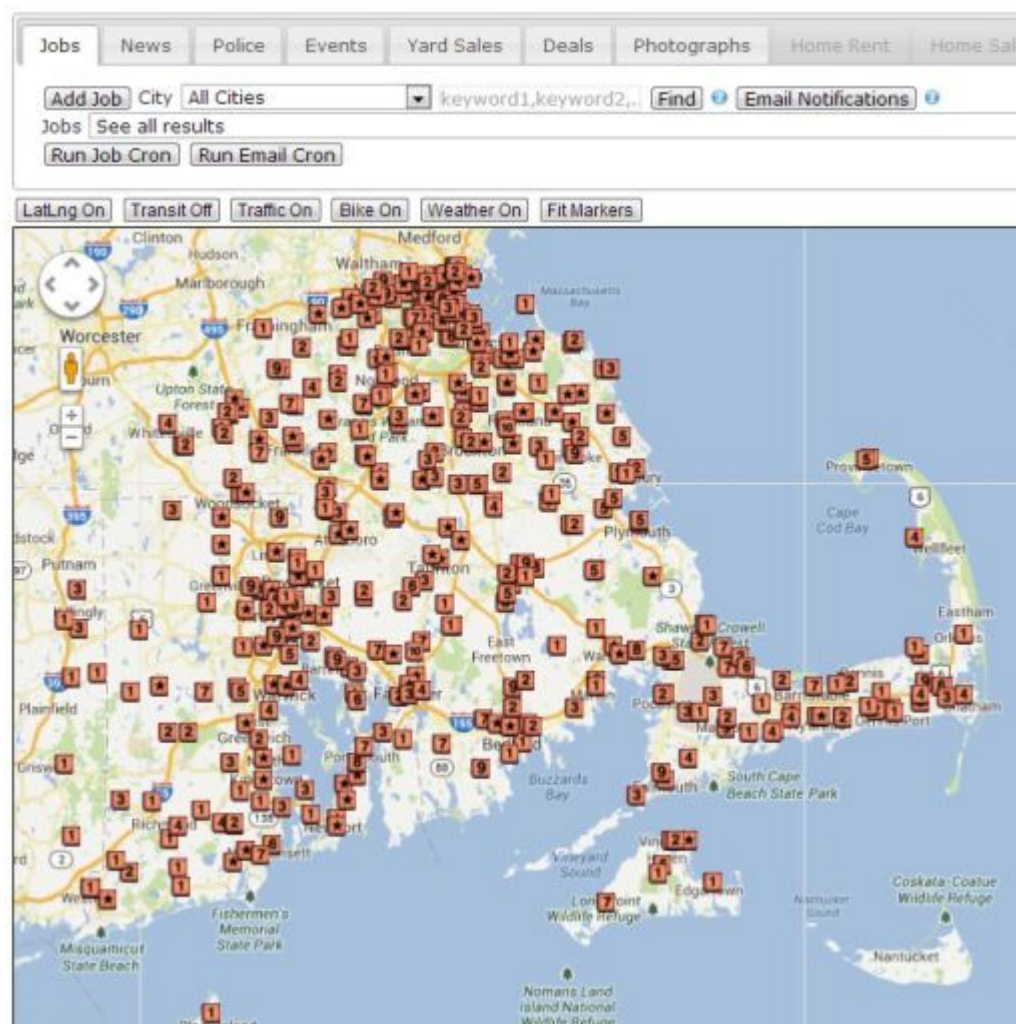
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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of June 18th, 2015:

### **1. Class A CDL Drivers – Reinhart Foodservice (Featured Job of the Week)**

Transporting products from our distribution center to our customer locations, the individuals we select will conduct pre/post-trip inspections, unload cased products from trailers to desired locations, and handle other duties as assigned. Widely respected as an employer of choice, Reinhart Foodservice is the nation's fourth-largest U.S. broadline distributor, and the largest family-owned distributor in the

U.S.

In addition to excellent pay, we offer the size, strength, stability, and resources to help you succeed; and with local routes that get you home daily, you'll enjoy the quality work/life balance you want, and the competitive compensation you deserve. New hires will enjoy competitive pay, corporate stability, great benefits and a \$4,000 sign-on bonus. For full job description and contact details, [click here](#).

#### **02. Footwear Lead – Kmart (Fairhaven)**

Assist management with the training of associates and provide input about associate performance for Footwear associates responsibilities such as providing excellent customer service, selling to and servicing customers within the Footwear departments, providing customer assistance and ensuring basic merchandise replenishment needs are met in order to deliver a positive customer shopping experience. Full details and application process [here](#).

#### **03. 1st Shift Operator – Morgan Advanced Materials (New Bedford)**

The Technical Ceramics Business of Morgan Advanced Materials designs and manufactures advanced ceramic components from a portfolio of cutting edge materials. We offer a wide range of advanced ceramic and glass materials, in depth materials expertise and vast applications experience in diverse markets. Full details and application process [here](#).

#### **04. Cook – Papa Gino's (New Bedford)**

Prepares, cooks and presents menu items according to company specifications. Utilizes flat top grill, microwave and deep fat fryer to cook specific menu items. Complies with all company quality standards and safe food handling policies and procedures. Full details and application process [here](#).

#### **05. Journeyman Electrician – Glynn Electric (New Bedford)**

Glynn Electric is an industry-leading provider of electrical

services throughout Massachusetts, Rhode Island, and New Hampshire. We specialize in a wide variety of electrical services from large scale construction projects to small residential projects. Glynn also has several specialized divisions focusing on Alarm & Security Systems, Telecommunication, Networking, and Fire Safety for our large and small scale Commercial clients. A family run business since 1984 both on the construction and service side this successful company is now hiring licensed electrician's. Full details and application process [here](#).

#### **06. Local Part Time Drivers – Centerline Drivers, LLC (New Bedford)**

Do you have a Class A CDL? We are hiring local part-time drivers to deliver a variety of packages and cargo in your area. As a part-time driver you can transport a variety of freight as a way for extra income or to get back on the road. Full details and application process [here](#).

#### **07. Sous Chef/Line Cook – Freestones City Grill (New Bedford)**

A bright energetic person, who knows how to work a line. 2-3 years experience. We have a great staff and still looking for another cook who loves the line. Serve Safe, professional, very responsible, people only need to apply.

Required experience: cook for 3 years. Full details and application process [here](#).

#### **08. Bookseller – Barnes & Noble (North Dartmouth)**

Barnes & Noble is looking for people with vision and energy to help us in our quest to change the future of reading. We are the world's largest bookseller and one of the world's fastest growing digital media and consumer technology companies with annual revenues near \$7 billion. Full details and application process [here](#).

#### **09. Cashier – Petco (North Dartmouth)**

To provide customer service at the cash wrap area of the store. This job is composed of a variety of different tasks

which may be covered by operational guidelines, and while individual judgment may occasionally be required in order to complete assigned tasks; most questions are directed to the Assistant Manager, Assistant Store Manager or General Manager. Full details and application process [here](#).

#### **10. Inventory Clerk – Accountemps**

Our client, a wholesale distribution company in the Fall River area is looking for an inventory clerk to join their team for an exciting opportunity. The company is undergoing a relocation and is looking for an inventory clerk to evaluate their current inventory, facilitate the move in order to ensure existing inventory is moved to the new location, and cycle counting. The ideal inventory clerk will have previous experience, pay close attention to detail and be available immediately through at least the end of September. Full details and application process [here](#).

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## **The South Coast Hot Jobs List – 11 June 2015**



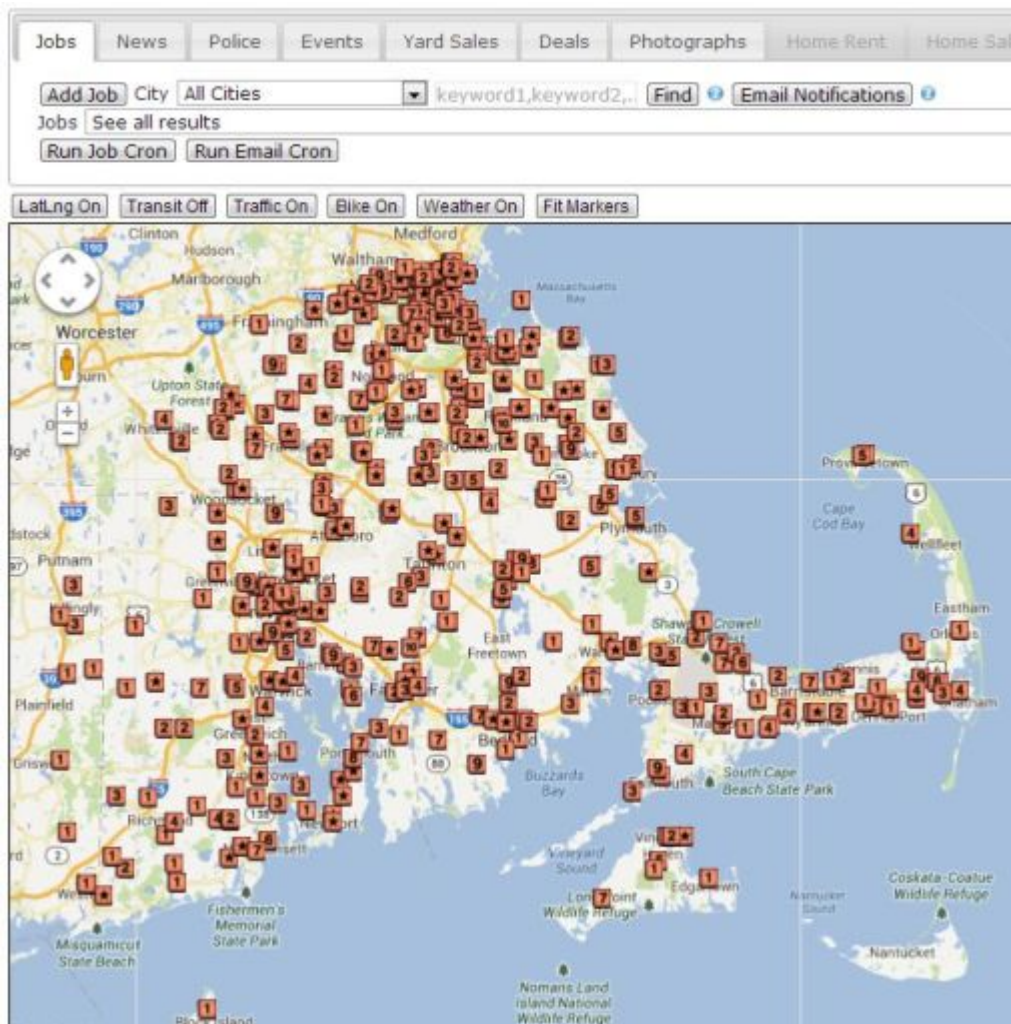
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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of June 11th, 2015:

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work/life balance you want, and the competitive compensation you deserve. New hires will enjoy competitive pay, corporate stability, great benefits and a \$4,000 sign-on bonus. For full job description and contact details, [click here](#).

#### **02. Assembler – Samiti Technology (Marion)**

Perform a variety of tasks ranging from repetitive to non-repetitive production assembly operations on electronic and/or mechanical assemblies and subassemblies such as modules, boards, panels, drawers, frames, and cables works from diagrams and drawings, make initial layouts, and use hand and/or power tools. Full details and application process [here](#).

#### **03. Automotive Counter Person – Mid-City Auto Parts (New Bedford)**

Responsibilities include but not limited to handling incoming phone calls, processing phone orders, putting away stock and mixing paint. Automotive knowledge a plus. Full/Part time hours. Salary based on experience. Required experience: Automotive 1 year. Full details and application process [here](#).

#### **04. Cook – Papa Gino's (New Bedford)**

Prepares, cooks and presents menu items according to company specifications. Utilizes flat top grill, microwave and deep fat fryer to cook specific menu items. Complies with all company quality standards and safe food handling policies and procedures. Full details and application process [here](#).

#### **05. 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](#).

#### **06. Local Part Time Drivers – Centerline Drivers, LLC (New Bedford)**

Do you have a Class A CDL? We are hiring local part-time

drivers to deliver a variety of packages and cargo in your area. As a part-time driver you can transport a variety of freight as a way for extra income or to get back on the road. Full details and application process [here](#).

#### **07. Pest Control Technician – Rollins (New Bedford)**

The Pest Control Route Technician in Boston will follow a daily schedule, ensuring timely arrival at each account (A company vehicle is provided.) He or She will provide our customers with the best pest control services in the industry. The PC Route Technician will also discuss the scope of services provided and other home service options with the customer. The PC Route Technician drives to multi locations throughout the day under limited supervision, therefore, he or she must possess professional maturity and the highest ethical standards. Full details and application process [here](#).

#### **08. Mover/Coordinator – St. Luke's Hospital (New Bedford)**

Equal to completion of 4 years of high school. Proficient computer skills in Microsoft Office (Word and Excel) are required. Training, knowledge of and skill in the use of moving techniques is also required. A Massachusetts state driver's license maintained in good standing with DOT certification is required. Three (3) years of moving experience or the equivalent combination of experience and training is required. Full details and application process [here](#).

#### **09. Service Coordinator Capeway Adult Day Health Center, Inc.**

Arrange, coordinate and refer participants to available community services. Participate in the completion of the comprehensive assessments and plans of care. Write service coordination notes in the participant's health record quarterly and when significant changes occur. Assess potential participants and complete admission requirements. Full details and application process [here](#).

#### **10. Inventory Clerk – Accountemps**



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# **Help Wanted: Principal Clerk Typist (City of New Bedford)**

CITY OF NEW BEDFORD

PRINCIPAL CLERK TYPIST GRADE 9 \$14.37 – \$21.21/hr

CLERK OF COMMITTEES

Performs complex administrative and secretarial functions within the Clerk of Committees' Office. Works under the supervision of the City Clerk and Assistant Clerk of Committees.

Coordinates the office operations of the department. Develops

and maintains office forms and procedures, assists with administrative tasks involving personnel, budgeting and facilities and performs complex financial processing activities in a specialized area. On occasion, attends City Council Committee meetings, prepares agendas and supporting materials and takes and transcribes minutes for said meetings, and distributes minutes and reports.

Receives the public and answers questions; responds to inquiries from employees, citizens and others, and refers, when necessary, to appropriate persons; provides customer assistance, performs data processing and bookkeeping. Composes and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness. Prepares and maintains employee time and other personnel records for the department.

Knowledge equivalent to an Associate Degree; excellent computer skills; knowledge of general office practices such as accounting and bookkeeping; two (2) years of increasingly responsible related experience; extensive knowledge of modern office practices and procedures; some knowledge of accounting principles and practices; skill in operation of listed tools and equipment. Must be trustworthy, motivated, highly organized, professional and dependable with a strong work ethic. Must have the ability to effectively interact and communicate with the public – both verbally and in writing. Must also possess the ability to perform at a high level during prolonged stressful situations with courtesy and professionalism.

Operates computer, printer, telephone, copier, fax machine and all other standard office equipment.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

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# **Help Wanted: Principal Clerk Typist (City of New Bedford)**

CITY OF NEW BEDFORD

PRINCIPAL CLERK TYPIST \$14.37 – \$21.21/hr

CITY CLERK'S OFFICE

Performs complex administrative and secretarial functions within the Office of the City Clerk.

Works under the supervision of the City Clerk and Assistant City Clerk. May supervise lesser grade employees who perform routine tasks.

Receives the public and answers questions; responds to inquiries from employees, citizens, business owners and others; provides customer assistance, performs data processing and bookkeeping functions. Composes and edits correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness. Prepares and maintains employee time and other personnel records for the department. Issues, maintains and organizes various types of city-issued licenses and initiates background inquiries on applicants of particular licenses. Coordinates operations within designated departments; develops and maintains office forms and procedures and assists with administrative tasks involving personnel, budgeting and facilities. Performs complex financial processing activities and prepares supporting materials and reports.

Graduation from a high school or GED equivalent with

specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two years of increasingly responsible related experience; or any equivalent combination of related education and experience. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Must be trustworthy, motivated, highly organized, professional and dependable with a strong work ethic.

Must have the ability to effectively interact and communicate with staff, other municipal employees, elected officials and the public – both verbally and in writing. Must also possess the ability to perform at a high level during prolonged stressful situations with courtesy and professionalism. Contact is primarily in person and by telephone, and involves discussing routine information. All contact with the public requires considerable patience and courtesy.

Operates computer, printer, telephone, copier, fax machine and all other standard office equipment.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.