

The South Coast Hot Jobs List – 20 March 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.

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 March 20th, 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](#).

2. Cook – Friendly's (Fairhaven)

Maintain a clean, neat, safe, food handling environment. Maintain a constant state of urgency. Deliver high quality, tasty, hot food to every guest. Final quality control checkpoint-be proud of everything. Be considerate of special requests and their importance. Always consider eye appeal as well as taste and temperature. Be a quality maniac! Make sure food arrives at the table at peak quality. Full details and application process [here](#).

2. Assembler Sr – Lockheed Martin (Marion)

FAs a leading technology innovation company, Lockheed Martin's team of 113,000 people works with partners around the world to bring proven performance to our customers' toughest challenges. Lockheed Martin has employees based in all 50 states and more than 570 facilities that span 70 countries. Full details and application process [here](#).

3. Client Services/Receptionist – H&R Block (Fairhaven)

The Client Service Professional will deliver an outstanding client experience by creating a warm and welcoming first and lasting impression that exceeds the unique needs and preferences of each client. Full details and application process [here](#).

4. Driver I – Autopart International, Inc (New Bedford)

At Autopart International, the primary responsibility of a driver is to deliver and pick up auto parts from suppliers and customers. Additional duties include putting stock away and keeping the warehouse clean and well organized. Full details and application process [here](#).

5. 3rd Shift Seasonal Route Driver – Wholesale Bread Company LaMarca & Sons Baking Co Inc (New Bedford)

We are currently looking for a 3rd Shift Seasonal Route Drivers for the upcoming summer months. This is a part time position & will only be 2 nights a week. Friday & Saturday. We are looking to hire within the next couple of weeks so that way we get you in for training before it gets busy. Duties Include but are not limited to: Driving a 18' Box Truck. Counting Product & Building Orders. Delivery of those orders in a timely manner Full details and application process [here](#).

6. Project Manager – Morgan Advanced Materials (New Bedford)

The Project Manager is responsible for planning and executing projects to develop new products, for obtaining customer acceptance and for transferring new products to production. The Project Manager ensures projects are delivered on time in accordance to project plan. The Project Manager is responsible for product specifications throughout the product lifecycle. Full details and application process [here](#).

7. Park Ranger (Interpretation), GS-0025-05 – National Park Service (New Bedford)

Experience your America and build a fulfilling career by joining the National Park Service, as we prepare for a second century of Stewardship and Engagement. Become a part of our mission to connect with our past and create important connections to the future by building a rich and lasting legacy for the next generation of park visitors, supporters and advocates. Full details and application process [here](#).

8. Bakery-Cafe Associate – Panera Bread (North Dartmouth)

Our customer associates know what our customer wants and deliver it – fast, accurate and with friendly service. We hear and sense customer needs and keep our manager and fellow team members informed. We take pride in every aspect of our work and perform it with energy and enthusiasm. We are strong team players, with a commitment to continuous learning, who provide quality service and products to our customers through true craftsmanship. Full details and application process [here](#).

9. Store Management – Christmas Tree Shop (North Dartmouth)

want to work for a successful company that is growing and has a track record for providing store management promotional opportunities.” Look no further! We are seeking talented and experienced retail managers who have a passion and reputation for delighting customers, leading and growing associates, and driving merchandising and operational excellence. We offer a distinctive, fast paced, and dynamic retail environment where top performers can achieve growth faster! At Christmas Tree Shops, you can truly make a difference! Full details and application process **here**.

10. Cashier – The Home Depot (North Dartmouth)

Cashiers play a critical customer service role by providing customers with fast, friendly, accurate and safe service. They process Checkout and/or Return transactions, as well as monitor and maintain the Self-Checkout area. They proactively seek product/project knowledge to provide customers with information and identify selling opportunities. They follow all policies and procedures to ensure that shrink is minimized. Full details and application process **here**.

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 – 15 March 2015

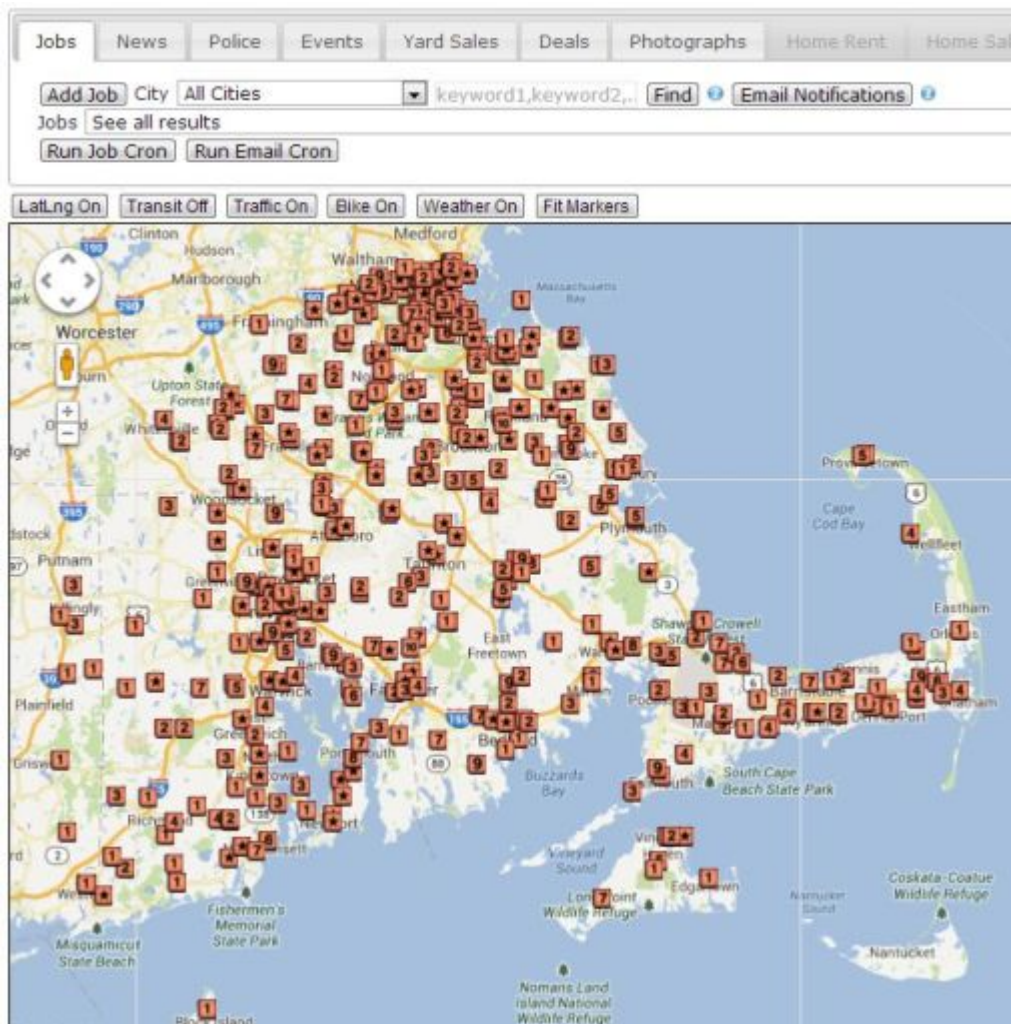


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pay, corporate stability, great benefits and a \$4,000 sign-on bonus.

For full job description and contact details, [click here](#).

2. Social Media Coordinator – Acushnetgolf (Fairhaven)

Social Media for the Titleist brand and Team Titleist Community. Maintain Titleist's content distribution network through established Titleist social media channels. Full details and application process [here](#).

2. Assembler Sr – Lockheed Martin (Marion)

FAs a leading technology innovation company, Lockheed Martin's team of 113,000 people works with partners around the world to bring proven performance to our customers' toughest challenges. Lockheed Martin has employees based in all 50 states and more than 570 facilities that span 70 countries. Full details and application process [here](#).

3. Customer Service Representative (Fueller/Washer/Detailer) – Penske (New Bedford)

In this position you would meet and greet incoming customer truck drivers at our fuel island. The duties may consist of vehicle inspections, fueling and washing of vehicles, pick-up and delivery of vehicles and parts, tire changes, daily rental check in/out, parts pricing and stocking and facility maintenance. Candidate must be able to work in various weather elements outdoors. This is a great opportunity for a candidate who aspires to become a diesel technician. Full details and application process [here](#).

4. Driver I – Autopart International, Inc (New Bedford)

At Autopart International, the primary responsibility of a driver is to deliver and pick up auto parts from suppliers and customers. Additional duties include putting stock away and keeping the warehouse clean and well organized. Full details and application process [here](#).

5. General Labor – Adecco (New Bedford)

Assembly, voltage testing, or variety of other general labor tasks related to the manufacturing process of transformers. Must be able to follow directions and all safety guidelines. Must be able to sit or stand for extended periods of time. Full details and application process [here](#).

6. Material Handler/Shipping/Receiving – Motion Industries (New Bedford)

At Motion Industries, Shipping/Receiving staff are key members of our team. While shipping, receiving, and processing orders, they ensure customers receive the correct products on time. Full details and application process [here](#).

7. Park Ranger (Interpretation), GS-0025-05 – National Park Service (New Bedford)

Experience your America and build a fulfilling career by joining the National Park Service, as we prepare for a second century of Stewardship and Engagement. Become a part of our mission to connect with our past and create important connections to the future by building a rich and lasting legacy for the next generation of park visitors, supporters and advocates. Full details and application process [here](#).

8. Receptionist – St. Luke's Hospital (New Bedford)

High school diploma or equivalent required. Good computer and typing skills required. Excellent customer service and interpersonal skills required. Good organizational skills and ability to work in a fast paced environment required. Full details and application process [here](#).

9. Retail Merchandiser – Hair Care Distributor (New Bedford)

Merchandising company is looking for motivated, energetic and dependable PART TIMERS to join our team of Merchandising Representatives. We offer competitive hourly salary plus drive time and mileage. Flexible schedules from Monday through Friday are available. Our team does NOT work nights, weekends or holidays. Full details and application process [here](#).

10. Cashier – The Home Depot (North Dartmouth)

Cashiers play a critical customer service role by providing customers with fast, friendly, accurate and safe service. They process Checkout and/or Return transactions, as well as monitor and maintain the Self-Checkout area. They proactively seek product/project knowledge to provide customers with information and identify selling opportunities. They follow all policies and procedures to ensure that shrink is minimized. Full details and application process **here**.

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The South Coast Hot Jobs List – 05 March 2015



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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**. Unless noted otherwise, those interested in these positions or want more information should go to the Greater New Bedford Career Center at 618 Acushnet Avenue.

Here are the Hot Jobs from the Greater New Bedford Career Center as of March 05th, 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](#).

2. Human Resources Director #5382261

YMCA Southcoast is looking for an experienced professional to lead all aspects of the Human Resources department. The candidate will have proven success in developing and administering HR policies and practices in areas of compensation, benefits, training, relations, compensation and HRIS. Responsible for knowledge and adherence of government compliance programs, laws, and regulations pertinent to employment practices. This position reports to the President/CEO and VP/CFO and must possess excellent interpersonal skills to positively engage and develop the full and part-time staff team. Qualifications: BS degree in Human Resource Management, Business, or related field.

Deadline to Apply is Friday, March 20th

3. Sr. Home Health Care Manager #5382116

Looking for someone to manage and deal with the operations of an office for the Senior Home Care industry. Must have at least three to five years experience in the health management industry. Bachelors Degree preferred, but not required depending on experience. You will be involved in all the operations of hiring and scheduling of home assessment personnel.

4. Admissions Director #5382139

The Admissions Director is the on-site manager/supervisor of institute's admission office.

Maintains and provides communications with financial aid department, concerning follow-up with students and students' financial aid status. Weekly review of representative's inquiries, follow-up calls, written reports, and provide additional training and motivation. Daily review of inquiries, enrollments, admissions and financial aid appointments and class start follow-ups. Training and supervision of all admissions personnel to guarantee compliance with policies, procedures, deadlines, and goals.

5. Seasonal Laborers #5382169

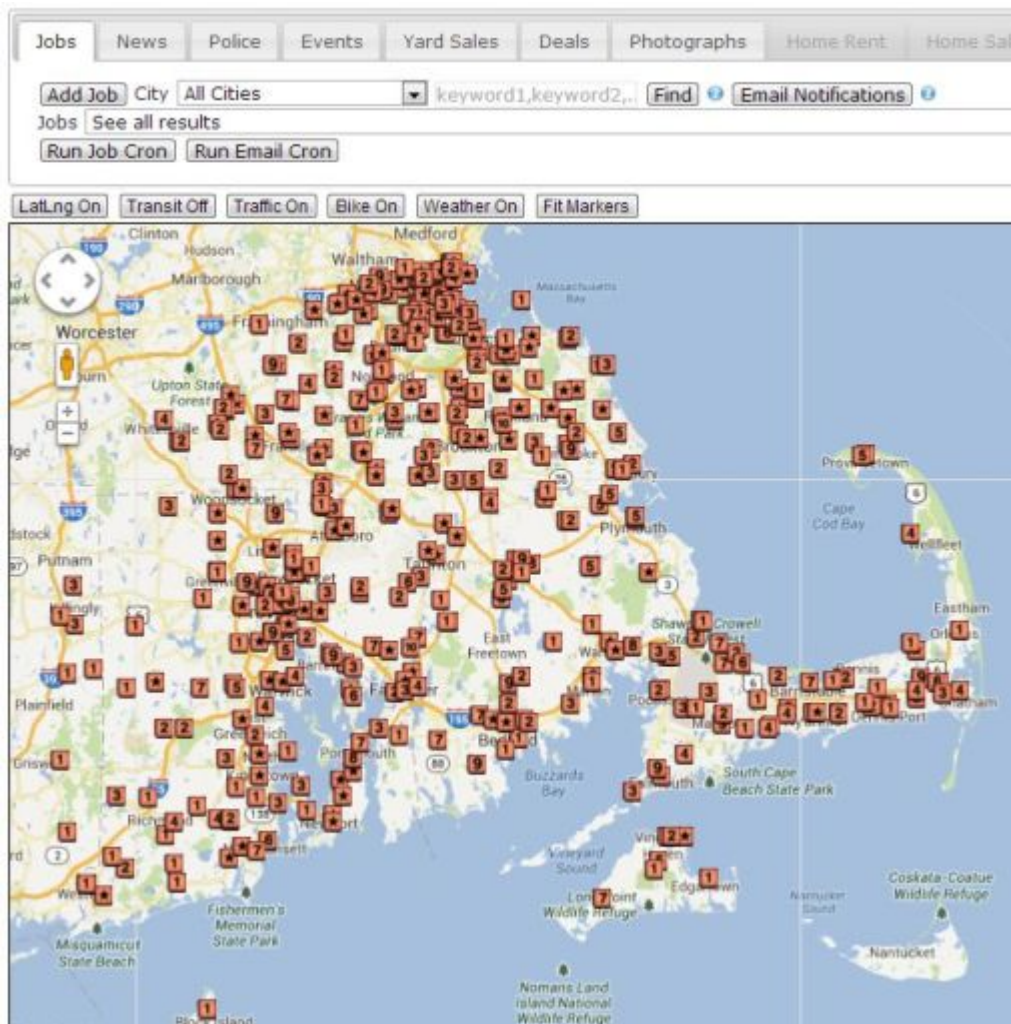
Works under the general supervision of the DPI Commissioner. Cuts, trims and performs general care of lawn areas. Rakes leaves, prunes and trims overgrown brush. Provide labor service as directed in all DPI disciplines. Uses riding mowers, gas-powered lawn mowers, weed eaters, jackhammer, chainsaw, gas-powered snow blowers, and various hand tools. 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. New Bedford does have a residency requirement.

6. Sewing Machine Operator #5382186

We are seeking industrial stitchers to work at a privately owned manufacturing facility in Fall River, MA. This individual will use an industrial one needle sewing machine to make cushions. Successful candidates will have industrial experience as a stitcher and enjoy working in a fast paced environment.

7. CDL Class A Driver #5390574

Shift is 12:30am to 8:30am, Tuesday, Wednesday, Thursday and Friday. On Saturday you will be working from 5:00am to 3:30pm. Sunday and Mondays off. Must have at least 2 years experience. Making linen deliveries to hospitals, load and unload.



Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of March 5th, 2015:

01. Teller – Citizens Bank (Fairhaven)

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

02. Assistant Property Manager (New Bedford)

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

03. Chemical Processor – AMETEK, Inc.

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

04. General Manager – U-Haul (New Bedford)

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

05. Interpreter, 2 Languages – St. Luke's Hospital (New Bedford)

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

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The South Coast Hot Jobs List – 27 February 2015



by
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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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large job databases, checkout my **Best Job Search Resources for New Bedford Residents** article. Unless noted otherwise, those interested in these positions or want more information should go to the Greater New Bedford Career Center at 618 Acushnet Avenue.

Here are the Hot Jobs from the Greater New Bedford Career Center as of February 20th, 2015:

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

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For full job description and contact details, [click here](#).

2. Warehouse Workers #5358247

Able to lift, lower, push and pull all sizes of furniture. Able to prepare, bag and load furniture into customer's auto or truck. Some slight assembly work required. Need to maintain a clean workspace and warehouse at all times and responsible with team member to keep showroom and restroom clean. Needed to be responsible and dependable and work independently.

3. Administrative Assistant (part-time) #5360943 – (Child Care

Works)

Must have experience in an Early Education and Care or relevant Human Service setting. Must have strong communication skills, be computer literate, and bilingual in Spanish. This position requires you to work with a diverse population, and have interpersonal and organizational skills. Team player needed in this supportive but demanding environment. Deadline to apply: 5:00 p.m., Friday, March 13, 2015

4. Building Maintenance #5351422

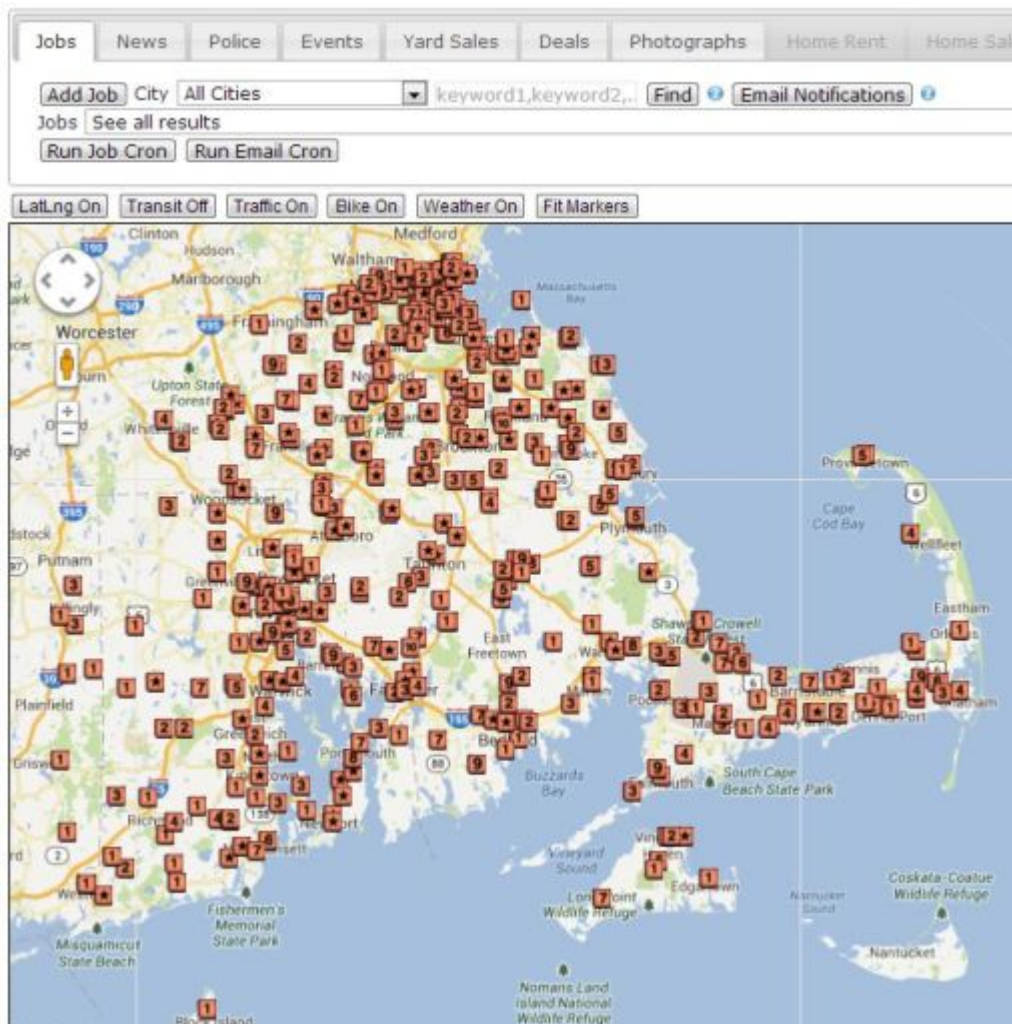
Must have the knowledge of electrical (AC&DC), plumbing, water systems and carpentry skills. Hydraulic system is a PLUS. You will be an RV Technician. So, if you have knowledge in electrical (AC&DC), plumbing, water systems and carpentry skills...the employer will train you on the rest.

5. Housekeeping #5351424

You will be responsible for cleaning interiors of Motor Homes/RV's. If you are a car detailer or have experience in cleaning homes, please apply.

6. Domino's Pizza Positions (Various)

Award-Winning Team New Bedford – Great compensation, flexible hours, positive team atmosphere! Commitment to teamwork, desire to work in a fast-paced environment. Entry level to experienced. Performance-based pay raises, move up at your pace. Team Member #5368483. Delivery Driver #5364847. Pizza Makers #5364850. Leadership Team #5364852.



Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of February 20th, 2015:

01. Assistant Manager & Manager – Dollar Tree (Fairhaven)

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

02. Account Manager – AlphaGraphics

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

03. Chemical Processor – AMETEK, Inc.

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

04. General Manager – U-Haul (New Bedford)

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

05. High School History Teacher – City on a Hill Charter School (New Bedford)

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

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Help Wanted: Seasonal Laborer

SEASONAL LABORER \$11.55hr
CITY OF NEW BEDFORD
DEPT. OF PUBLIC INFRASTRUCTURE

Works under the general supervision of the DPI Commissioner.

Cuts, trims and performs general care of lawn areas. Rakes leaves, prunes and trims overgrown brush. Provide labor service as directed in all DPI disciplines.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

Uses riding mowers, gas-powered lawn mowers, weed eaters, jackhammer, chainsaw, gas-powered snow blowers, and various hand tools.

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, climbing; frequent periods requiring sustained uncomfortable physical positions. Regular and sustained periods of strenuous physical exertion, requiring ability to lift, carry and position heavy objects utilizing proper mechanics and techniques. The noise level is usually loud.

This position is of a seasonal nature and not entitled to benefits. Seasonal employment will continue for period of no longer than five months.

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.

New Bedford Area Chamber of Commerce and Umass Dartmouth Presents “SouthCoast Jobs Fair”



This event, which is also being co-

*sponsored by New
Directions
Southcoast and the
Greater New Bedford
Workforce Investment
Board, will be open
to the general
public from 11:00
a.m. – 3:00 p.m.*

Is your company hiring?

Are you looking for a “rock-star” to take your business to the next level?

If so, then the “SouthCoast Jobs Fair” is the place you need to be!

The New Bedford Area Chamber of Commerce and UMass Dartmouth are co-hosting a “SouthCoast Jobs Fair” on Wednesday, April 8, 2015, from 10:00 AM-3:00 PM, at the Tripp Athletic Center on the main campus of UMass Dartmouth, 285 Old Westport Road, North Dartmouth, MA 02747.

One of our largest events of the year, the “SouthCoast Jobs Fair” will provide your business with an opportunity to interact one on one with a large group of talented job seekers. Our goal is to help you make connections to meet the workforce needs of your businesses.

Table Rate: \$295

If you or your business registers on or before Monday, March 2, 2014, your business will receive a \$50 “Early Bird” credit towards your balance.

Registration fee includes all expenses for up to two representatives including:

- One 8-foot table and two chairs
- Table signage
- Refreshments
- Parking & Shuttle
- Advertising
- Area media outlets

Registrations will be accepted until Friday, March 27, 2014, or until capacity is reached. Late registrations will be subject to a \$50.00 late registration fee.

This event, which is also being co-sponsored by New Directions Southcoast and the Greater New Bedford Workforce Investment Board, will be open to the general public from 11:00 a.m. – 3:00 p.m. The first hour of this event from 10:00 a.m. – 11:00 a.m. will be open exclusively to all veterans as well as current Umass Dartmouth students and alumni.

Admission to this event is free for all job seekers. All job seekers are also encouraged to take part in our complimentary LinkedIn photo booth display where you will receive your very own professional head shot and profile setup.

If you or your business is interested in participating in the “SouthCoast Jobs Fair,” please contact New Bedford Area Chamber of Commerce Workforce & Business Development Manager Ian Abreu at (508) 999-5231, ext. 24, or, via email at iabreu@newbedfordchamber.com.

New Directions Southcoast

Inc. Job Fair for youth age 14-21 scheduled for Monday, March 2



Eligible youth who successfully complete the application process will be invited to interview with potential employers over April vacation (April 21-24).

New Directions Southcoast Inc. is announcing that starting Monday, March 2, applications will be available to New Bedford youth age 14-21 from 2:00PM-4:00PM at the New Directions Youth Annex, 5 Dover St. 2nd floor, downtown New Bedford. Youth applicants will not be required to pre-register on-line this year and applications will be available in hard copy only at the Youth Annex, Monday-Friday from 2:00PM-4:00PM from March 2-March 13. Youth must be present and at least age 14 to receive an application. Applications will not be distributed after March 13.

New Directions is the Career Center operator for the Greater New Bedford Workforce Investment Board and the administrator of Title 1 Workforce Investment Act for adults and Youth Works

summer jobs programs for youth. New Directions provides employment and training services to eligible youth ages 14-21 living in the Greater New Bedford area. State funding for summer jobs is restricted to eligible New Bedford youth.

All youth are required to be present to receive an application, attend scheduled appointments, return completed application and supportive documents and meet eligibility requirements to be considered for this youth program. Eligible youth who successfully complete the application process will be invited to interview with potential employers over April vacation (April 21-24).

For more information, please contact the New Directions Youth Annex at (508) 979-1700 or www.newdirectionssouthcoast.org or on Facebook at Greater New Bedford Youth Annex (New Directions)

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For full job description and contact details, [click here](#).

2. School Liaison #5332346 – United Way of Greater New Bedford

Summary: Work with agency staff, parents and the community partners as a conduit for information, resources, data and communication with the local school districts. Excellent interpersonal skills. Capacity to work with diverse groups. Understanding of how to work with families and individuals with a multitude of risk factors and needs. Familiarity with local school district and key players. Ability to navigate multiple, complex systems. Public speaking, convening, facilitation skills. Knowledge of local community resources, community-based providers, and state human service systems. Able to read, analyze, and interpret professional journals, technical procedures and government regulations. Ability to effectively present information and respond to questions from clients, customers and the general public. Proficient in Word, Excel; experience with client tracking software preferred. Requirements: Bachelor's degree from a four year college or university is preferred. A combination of equivalent employment and education experience required. Bi-lingual is a plus! Candidate must have at least five years' work experience working within a human service agency (either state or community based) or working with schools. Valid driver's license and personal vehicle required. Position requires extensive local travel and occasional evening and weekend appointments.

3. Life Skills Trainer/CNA's #5325139 – NeuroRestorative Massachusetts

We are seeking English and Spanish speaking Life Skills Trainers/CNAs to provide training, assistance and supervision to participants with acquired brain injuries, in the areas of living skills, therapeutic recreation, and other forms of assistance in both residential & community settings. Assists with medical supervision. Facilitates working relationships between community employers and NeuroRestorative participants.

Cooperate with NeuroRestorative and any state Department of Human Service staff in any inspection or investigation. CNAs are encouraged to apply.

4. Part-Time Supervisor #5332388

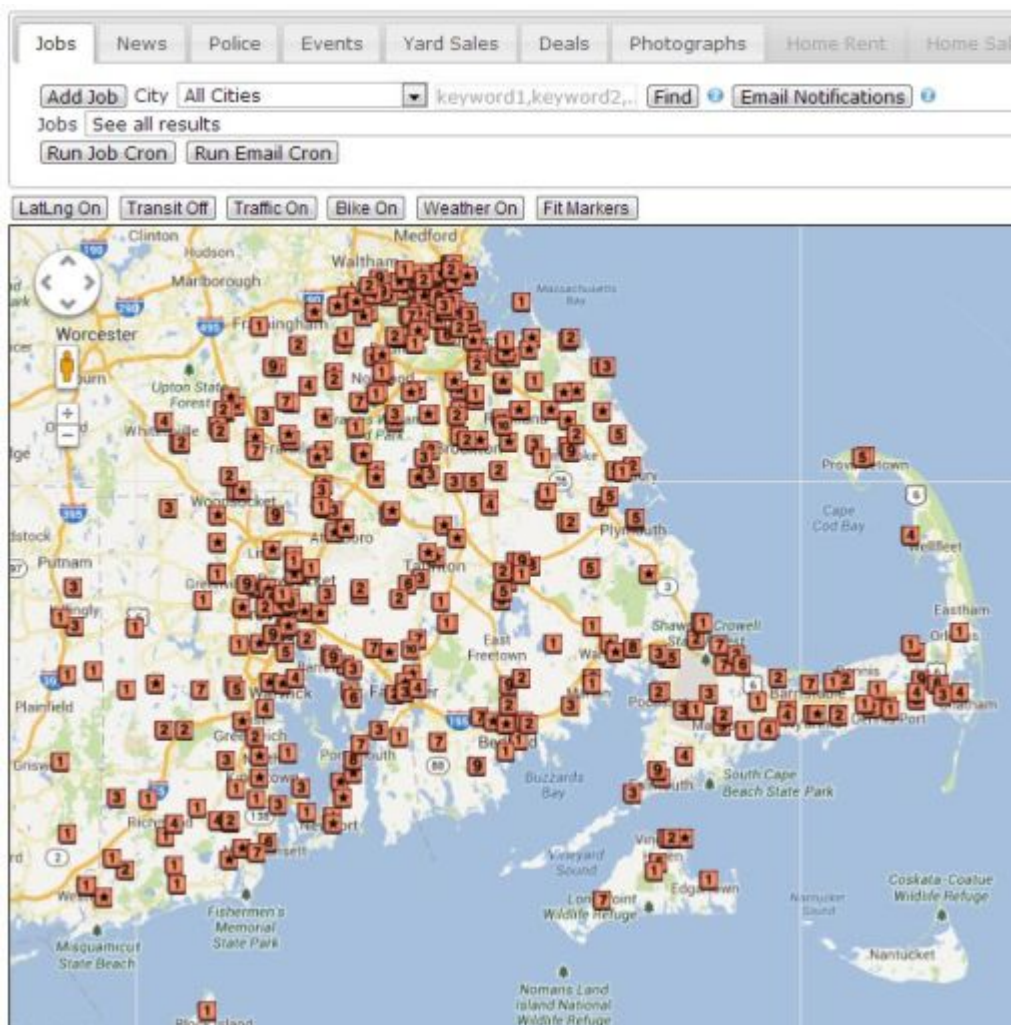
Part time position for a Restaurant Supervisor in North Dartmouth. This could lead to full time. You must be flexible and able to work nights and weekends. Must have had supervisory experience in a restaurant atmosphere. Pizza making experience would be helpful. Strong work ethic and customer service skills.

5. Counter Help #5341507

Full & Part Time positions available with flexible hours. Must have excellent customer service skills. You will be making coffee, sandwiches and clean up. Knowledge of using a cash register is important. Experience helpful, but not necessary

6. Walmart – Wareham, MA

New Super Wal-Mart scheduled to open end of June beginning of July 2015 with training beginning end of March. These positions are responsible for assisting in the operation of a department. An individual in this position will be expected to perform additional job related responsibilities and duties throughout the facility as assigned and/or as necessary. The following positions are available: Produce Dept. Manager – Full Time #5332566; Produce Sales Associates – Part Time #5332573. Deli Dept. Manager – Full Time #5332593; Deli Sales Associates Full & Part Time #5332601. Meat Dept. Manager – Full Time #5337403; Meat Sales Associates Full & Part Time #5337408. Dairy/Frozen Dept. Manager – Full Time #5332587; Dairy/Frozen Sales Associates Full & Part-Time #5332590; Overnight Dairy/Frozen Stockers – Full & Part Time #5332592. Bakery Department Manager – Full Time #5332574; Baker Sales Associates – Full & Part Time #5332578; Cake Decorators – Part Time #5332583. Overnight Fresh Stockers – Full Time #5337422.



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01. Assistant Manager & Manager – Dollar Tree (Fairhaven)

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

02. Area Sales Director – N2 Publishing

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

03. Food Service Worker – St. Luke's Hospital

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

04. Registered Dental Assistant (New Bedford)

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

05. Warehouse Supervisor – Atkore International (New Bedford)

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

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Featured Job of the Month – Reinhart Food Service



A unique combination of advantages:

Competitive pay, corporate stability, great benefits and a \$4,000 sign-on bonus:

Get It Right from Us.

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.

CLASS A CDL DRIVERS – New Bedford, MA

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.

Requirements:

- Current, valid Class A CDL for interstate commerce.
- A minimum of one year's professional driving experience or equivalent military driving experience.
- Excellent customer service and interpersonal skills.
- Ability to operate a Tracscan unit and lift/move up to 50 pounds frequently, and up to 100 pounds occasionally.
- A clean MVR.
- 21+ years of age.
- High school diploma or equivalent.
- The ability to pass a post-offer-letter drug test, DOT physical, and background check.
- Food distribution/delivery experience, preferred.

In addition to competitive wages, we offer options for medical, dental, and vision insurance, AD&D, disability, flexible spending accounts, 401(k), and home/auto insurance.

Please learn more and apply online at www.rfshires.com

or call 877-573-7447 hiring code 101.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Due to the nature of our business in regard to such things as delivery schedules, order inputs, selection, and Department of Transportation Hours of Service, overtime, attendance and

punctuality are essential job functions. Should an individual in this classification not be able to adhere to this requirement due to a disability, they should contact their Human Resources department to see what, if any, reasonable accommodation may be made.

EOE Minorities/Females/Protected Veterans/Disabled – Drug Free Workplace.

Help Wanted: Account Clerk

CITY OF NEW BEDFORD

ACCOUNT CLERK \$13.21/hr – \$19.09/hr

AUDITOR'S OFFICE

Performs a variety of general office functions including typing, record keeping, filing, proofreading and forms and report generation; performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders, cash receipts and monthly reconciliation of accounts; performs accounts payable duties including auditing of accounts payable batches filed by departments, updating invoices in preparation of weekly accounts payable check run, and generating and distributing accounts payable reports; assists in the auditing of daily cash sheets; files records and reports; posts information to records; sorts and distributes mail; answers telephone and performs similar duties; attends meetings, trainings, workshops, conferences or classes for the purpose of increasing knowledge and/or gathering information required to perform functions.

High school diploma and knowledge equivalent to specialized course work in general office practices such as accounting, data processing, and two years of increasingly responsible

related experience; or any equivalent combination of education and experience; ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work under pressure and/or frequent interruptions; extensive computer experience including Excel, Word; Munis preferred.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. EE0

New Bedford has a residency requirement.

APPLICATION DEADLINE: MONDAY MARCH 2, 2015.