

The South Coast Hot Jobs List – 19 November, 2014



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 be working with the New Directions Southcoast (also known as the Greater New Bedford Career Center) and pulling 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**. 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 November 19th, 2014:

1. Cashier #4979362 (Part-time Seasonal)

This position is 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. Must be available days, weekend and evenings. Walmart – Wareham.

2. Dry Grocery/GM Stocker #4979366 (Part-time Seasonal)

This position is 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. Walmart-Wareham.

3. Apparel/Home Associate #4979372 (Part-time Seasonal)

This position is 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. Walmart-Wareham.

4. Legal Secretary #4973996

Law firm seeking full time (40 hours a week) Portuguese speaking (Spanish speaking a plus) Legal Secretary. Experience in Family Law and Immigration Law preferred. Must be highly motivated, able to multi-task, work well under pressure and have excellent telephone and organizational skills. Must have at least 2 years experience.

5. Office Administration #4983005

Need Bachelors Degree or equivalent work in an insurance sales office.

6. Outreach Manager #4983009

The SouthCoast Energy Challenge is seeking a Lead Community Organizer who will be to plan and oversee Energy Challenge direct and indirect community outreach, develop and coordinate a volunteer base, and manage the organizing interns. Tasks include, but are not limited to: Recruitment and supervision of outreach and organizing volunteers & student interns; Ability to work with a diverse group of stakeholders in a fast-paced environment; A willingness to understand energy and sustainability-related issues is essential; Must have own personal transportation and be willing to travel up to 80 miles a day.

7. Estimator #4983687

Looking for an experienced estimator with a background in architectural drafting. This is a masonry company, but if you have done estimating for a concrete company, sheet metal company or in the world of construction and know how to read architectural plans, employer will train the right candidate.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of November 19th, 2014:

1. Service Desk Associate – Kmart (Fairhaven)

Full details and application process **here**.

2. Cook – Papa Gino's (Fairhaven)

Full details and application process **here**.

3. Branch Customer Service Representative – Webster Bank (New Bedford)

Full details and application process **here**.

4. Housekeeper – Child & Family Services

Full details and application process **here**.

5. Inventory Taker – 7-Eleven (N.B. and beyond)

Full details and application process **here**.

6. Laborer – Track Services/Youngstown

Full details and application process **here**.

7. Retail Store Manager – CVS Health (New Bedford)

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**.

Help Wanted: Deputy Building Inspector

CITY OF NEW BEDFORD

DEPUTY INSPECTOR OF BUILDINGS \$57,596 – \$70,255

DEPARTMENT OF INSPECTIONAL SERVICES

Performs a variety of routine and complex administrative, supervisory and technical work in administering and enforcing building and related codes. Ensures and enforces that State and City building and zoning codes are being maintained in order to ensure public safety.

Reviews plans and permits, and makes necessary corrections. In the interest of public safety or in case of danger, the Deputy Inspector of Buildings may temporarily cease work, and/or close sidewalks or streets adjacent to said building.

Provides technical building code advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public. Enforces a variety of codes, including Uniform Building Code, Uniform Mechanical Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as nuisance, clearing, grading, filling, zoning, etc. Issues correction notices and citations. Explains, interprets and provides guidance regarding all applicable codes to architects, engineers, contractors, developers and other interested parties.

Administers the permitting function through the View Permit Program, including application, fee assessment and collection, permit issuance, inspection and occupancy.

The position requires seven to ten years of construction and supervisory experience, supervision of building construction or design; or a four-year undergraduate degree in a field related to building construction or design; or any equivalent

combination of education and experience.

Duties require a thorough knowledge of materials and methods used in building construction and building, electric, gas, plumbing and sanitary codes, zoning by-laws and planning, conservation and historic matters equivalent to a Bachelor's degree in Engineering.

Certification by the MA Board of Building Regulations and Standards in accordance with the provisions of 780 CMR 7. One or more I.C.C. certifications, including, but not limited to, plans examiner, combination inspector, or local building inspector. Possession of a valid Massachusetts driver's license with good driving record. Subject to CORI (Criminal Offender Record Investigation) background check.

For application/complete job description, please visit www.newbedford-ma.gov or contact Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Help Wanted: Library Assistant

CITY OF NEW BEDFORD

LIBRARY ASSISTANT I (temporary) \$10.68hr 12 hours per week
NEW BEDFORD FREE PUBLIC LIBRARY

Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. Must be available some nights and Saturdays.

Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures.

Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision, and observing all policies as outlined in the staff and circulation manuals.

Strives to maintain harmonious working relationships by collaborating with co-workers, using courteous language and avoiding discussion of personal or staff issues in public areas.

This position performs a variety of clerical duties, which include: assistance in opening and closing department; typing and filing; assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary.

Prepares and checks materials being loaned; checks in materials and packs materials to be sent via the carriers. Distributes mail to appropriate departments.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Individual must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attentive to detail, good judgment, good physical condition, ability to type at least twenty words per minute. Contributes to the smooth operation of daily functions by

completing assigned projects without ongoing supervision. Establishes and maintains harmonious working relationships with others. Ability to speak Spanish desirable.

For more information, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Resumes are only accepted with a completed employment application. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

The South Coast Hot Jobs List – 12 November 2014

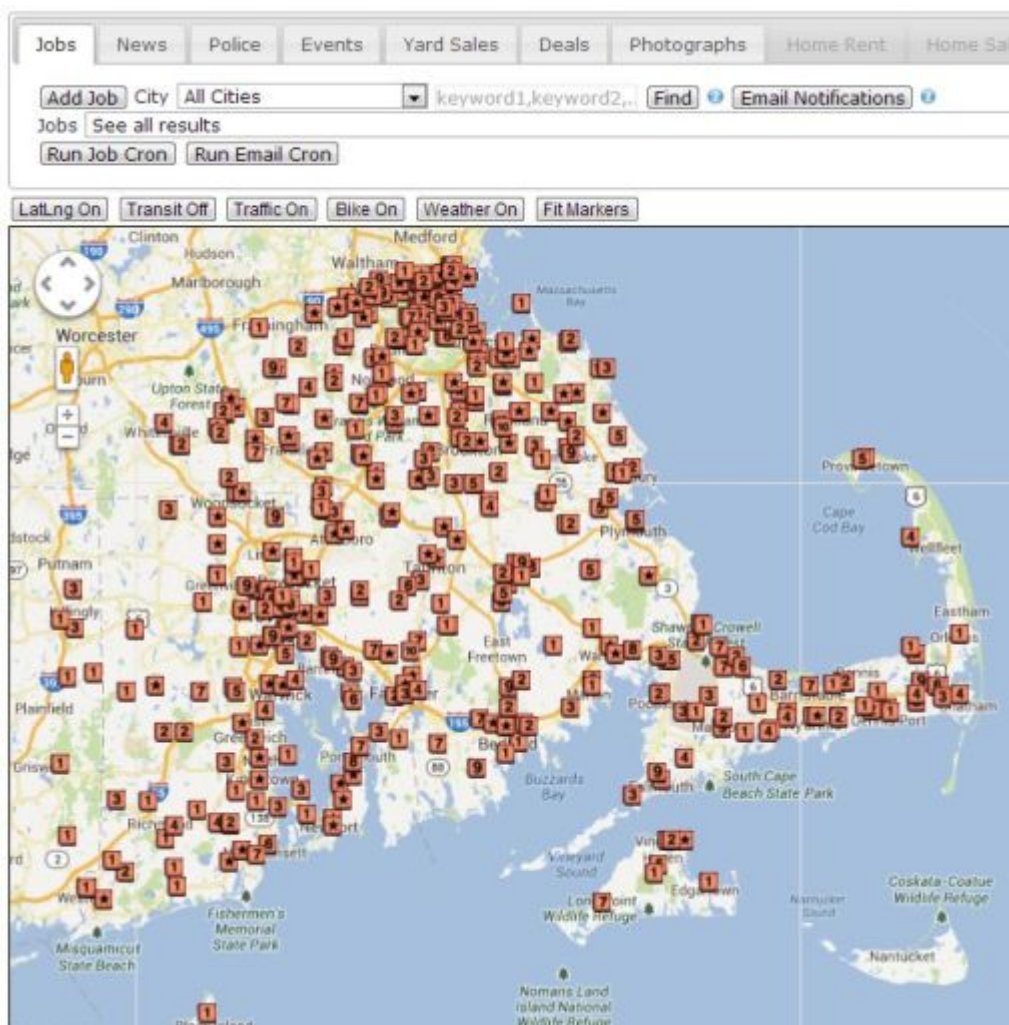


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Here are the Hot Jobs from the Greater New Bedford Career Center as of November 12th, 2014:

1. Registered Nurse #4949390

Experienced RN or LPN for 24 hour position. Hours as follows: 7AM-7PM every other weekend and 3PM-7PM weekdays Must have at least one year experience.

2. Cook #4949386

Small health care facility licensed by the Department of Public Health seeks mature responsible individual to cook as well as over see the daily operation of this small established kitchen. Preparing, cooking, serving and cleaning for 25 residents in a small facility licensed by Department Public Health. Serve Safe Certification a plus but not required. No therapeutic diets. All home cooked meals.

3. Production Workers #4949441

Production workers needed – fish cutter, cleaning, packing. Working with various seafoods. Cold and wet environment. Must have experience in the seafood industry.

4. Forklift Operators #4949422

Experienced forklift operators needed for seafood processing plant.

5. Shipping and Receiving #4949450

New Bedford Seafood Processing Plant looking for an experienced Shipping and Receiving clerk to load and unload trucks, forklift operation and heavy lifting involved.

6. General Maintenance #4949451

New Bedford Seafood Processing Plant looking for an experienced General Maintenance person to perform general routine building maintenance tasks such as cleaning, repairs, inspection of machinery.

7. Administrative Specialist/Tax Title #4963014

Performs a variety of accounting and bookkeeping functions working directly with the Treasurer to provide accurate and timely cash management services for the City of New Bedford. Candidate must possess an Associate's Degree in Finance or Accounting from an accredited institution and a minimum of three years of supervisory work experience at a financial institution, or an equivalent combination of education and experience. Bachelor's degree preferred.

8. Cleaners #4963083

Service Management Systems is looking for a reliable person for a cleaning position in Dartmouth, MA. Must have reliable transportation, have a great work ethic and be able to lift 75 pounds. We have 2 positions available 1 is between 16-24 hours a week and the other is 32 hours a week both are mainly from 5pm-130am. The candidate must be able to provide a valid ID, Social Security card and pass a drug test. If this sounds like something you would be interested can apply by filling out an application online at apply.smsclean.com

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of November 12th, 2014:

1. Export Sales Specialist – Pick-n-Pull (East Freetown)

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

2. Cook – Papa Gino's (Fairhaven)

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

3. Unit Manager – Royal Health Group (Fairhaven)

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

4. Inspector Sr – Superior Group (Marion)

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

5. Experienced Technician – Safelite AutoGlass (New Bedford)

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

6. Meat Cutter – BJ's Wholesale Club (Dartmouth)

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

7. Personal Trainer/Fitness Coach -Healthtrax Fitness & Wellness (Dartmouth)

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

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Help Wanted: Library Director (New Bedford)

CITY OF NEW BEDFORD FREE PUBLIC LIBRARY
LIBRARY DIRECTOR \$74,244 – \$90,565

Under the direction of the Library Board of Trustees and Mayor, responsible for the administration of the Public Library system including planning, organizing and directing all library services and activities. Manages the City Library Department with responsibility for directing all library operations, developing and managing the budget, recommending and implementing library policy, and developing the library collections and services.

MLS from an ALA accredited school plus eight or more years of directly related experience, at least five of which were in a progressively administrative capacity involving policy, innovative community outreach, staff development and budgetary responsibility; two or more years preferably in an urban library system.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133

William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Help Wanted: Center Administrator – Doctors Express (New Bedford)

Center Administrator supervises all operations and staff of a growing urgent care medical practice. Knowledge of medical practice and previous management of staff preferred. Good communication and people skills helpful.



Administrative Expectations

- Maintains an orderly and efficient office routine
- Ensures office is clean and inviting
- Administers established guidelines for prioritizing work activities, evaluating effectiveness, and
- modifying activities as necessary
- Maintains accurate records and files pertaining to staff schedules; maintains personnel records
- Coordinates benefits enrollment for employees
- Prepares and submits bank deposits
- Communicates effectively with billing company
- Reviews statements, invoices, receipts, and charges
- Orders, stocks, and maintains adequate inventories of all medical and office supplies
- Manages time reporting and other changes affecting

payroll; processes bi-weekly payroll

- Answers patient calls, letters and other correspondence as appropriate

Management Requirements

- Ensures staff effectiveness in relevant operations
- Maintains a focus on an exceptional customer service experience and leads staff in the execution of this goal
- Works with operations director to establish and execute special goals and objectives when necessary
- Develops staff through coaching, mentoring, rewarding, training, and guiding; ultimately empowers and supports medical staff
- Ensures patient door to door times stay within goal parameters
Interviews, hires, and orients Medical Assistants, X-Ray Technologists and
- Physicians utilizing all available support tools and checklists
- Coordinates completion of performance evaluations for medical staff
- Conducts disciplinary action when necessary
- Assists all staff in the interpretation of policies and procedures
- Assesses current and future staffing needs

Business Related Activities

- Maintains a broad understanding of company values and expectations
- Monitors financial activity of the center and reports to Controller on such items
- Recognizes and utilizes efficient and cost-effective approaches within the center
- Supports technology changes
- Guarantees quality of work performed by medical staff in their area of responsibility

- Focuses on continuous improvement of workflow processes and procedures
- Other duties as assigned.

Knowledge/Skills

- General awareness of current medical terminology in order to communicate with physicians, staff, and patients preferred
- Capability to present information and respond to questions from colleagues, staff, and public
- Capacity to interact with all types of people; sick, injured, upset, etc. who may utilize medical services we offer
- Mannerisms that allow a calm and collected reaction in emergency situations
- Ability to define problems and collect appropriate information to seek resolutions
- Confidence to make decisions, delegate duties, and execute on objectives
- Desire to follow direction
- Proficient computer skills; knowledge of basic applications such as Microsoft word, excel and outlook

Education/Experience

- Associates/Bachelor's degree in related field preferred
- Medical staff management or clinical experience preferred

Benefits

- Paid health/dental
- Paid Time Off
- Competitive salary

Please email doctorexpersscareers@gmail.com with your resume.

The South Coast Hot Jobs List

– 05 November 2014

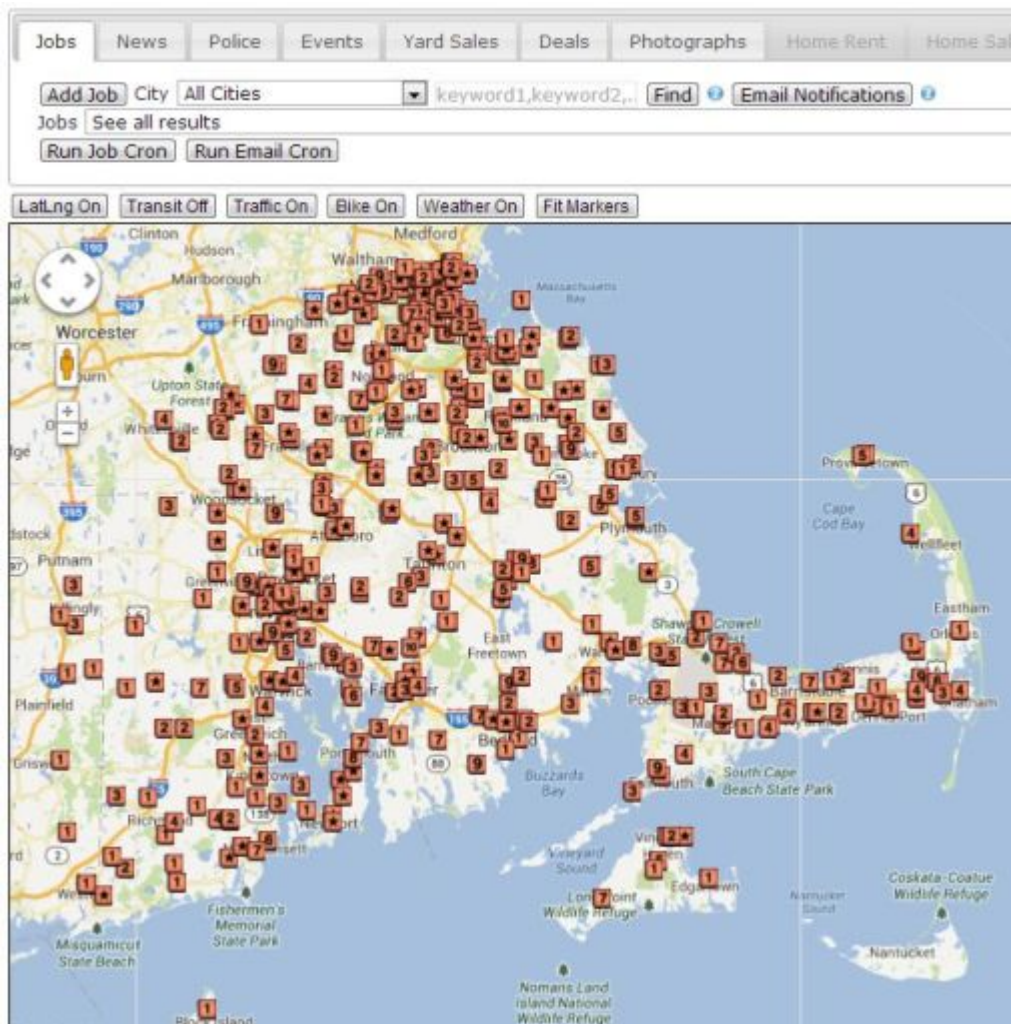


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Here are the Hot Jobs from the Greater New Bedford Career Center as of November 5th, 2014:

1. Dean of Culture #4931598

The Dean of Culture will be responsible for ensuring that Alma del Mar maintains a safe, joyful and orderly environment where learning takes center stage. Manage and supervise novice teachers. Train teachers school-wide on effective behavior management and culture-building practices. Oversee school-wide student discipline system. What We are Looking For: Experience and expertise in facilitating difficult conversations with students, families and teachers. Experience serving in a predominantly low-income community, preferably in a “no excuses” charter school. Prior management and/or teacher coaching experience. Excellent written communication skills. Compensation: Salary will be competitive and commensurate with experience. We will offer a comprehensive benefits package.

2. Merchandising Executive Associate #4906921

Merchandising Execution Associates (MEAs) perform in-store merchandising service activities such as merchandising projects, planogram maintenance, overhead organization, and display/signage assembly and maintenance designed to enhance the customer experience. MEAs execute merchandising strategies and ensure product is displayed correctly to drive sales and maximize inventory turns. The position is a district traveling position. The stores travelled to are Brockton, Bridgewater, Taunton, North Dartmouth, Somerset, Seekonk, Wareham, Plymouth, Rockland and Hyannis. Valid drivers license and transportation are required. The hours are Sunday through Thursday 9:pm- 6am. Pay is 10.25hr. Must apply online www.careers.homedepot.com> in store hourly> merchandising execution associate

3. Screen Printer #4906922

A local company is in need of an experienced screen printer. The ideal candidate must be experienced in both manual and automatic printing. He/she must also have a good work history and be reliable and dependable. Employer request only EXPERIENCED screen printers need apply.

4. Teacher #4931576

Must be EEC Teacher qualified with a CDA or Associates degree or enrolled in a program leading to an Associates degree or higher. Under the direction of the Lead Teacher, will have secondary responsibility for planning and managing the daily activities of the classroom. Deadline to apply: 5:00 p.m., Wednesday, November 12, 2014.

5. Floater Teacher Associate #4931571

Will assist in the daily activities of the classroom. High School diploma or equivalent. Experience caring for children in a pre-school setting. Child Development courses preferred. Deadline to apply: 5:00 p.m., Wednesday, November 12, 2014.

6. Fuel Delivery Driver #4932089

Experienced Fuel Delivery Driver needed for the greater New Bedford area. CD A license w/ Hazmat required. This is a full time position w/ benefits. Mandatory drug testing.

7. Career Advisor #4931969

New Directions Southcoast, lead operator of the Greater New Bedford Career Center is seeking a skilled full-time Career Advisor to provide career counseling, intensive job search assistance and training/re-training assistance to unemployed and under-employed job seekers eligible under the Workforce Investment Act (WIA). Candidates must be able to provide positive, outstanding customer service. Primary Responsibilities: Orientates customers to services under the WIA program and other Career Center services in both group settings and individually. Assists customers with their career planning and career decision-making process. Assesses customer's employment and training needs. Assists customers in identifying and addressing barriers to employment, and refers customers to intensive and training services within the one-stop system as appropriate, or to community.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of November 5th, 2014:

1. Customer Service Representative – TrueBlue, Inc.

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

2. Instrument Maker, Endo-Finishing – Symmetry Medical

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

3. Now Hiring CDL A Drivers with no experience – Western Express

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

4. Order Selector – Reinhart FoodService, LLC

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

5. Sales Trainee PT – Fastenal

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

6. 6th Grade ELA Lead Teacher – Alma del Mar Charter School

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

7. Manufacturing Manager -Aerovox Corporation

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

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Help Wanted: Business Development Manager – Doctors Express (New Bedford)

Are you super outgoing and love to talk? Our Business Development Managers is out in the community every day creating awareness of Urgent Care and building relationships with the

local businesses, physicians, chambers, school nurses and residents. They openly communicate the benefits and services of Doctors Express including walk-in Urgent Care, Occ. Health and Workers Comp. This is a great opportunity for someone a few years out of college or the back to work mom who has been



out of the workforce for several years.

Daily Expectations

- Talk to as many people as you can every day about Doctors Express
- Set up appointments with Employers, Physicians and Health Care Influencers
- Attend all local Chamber Meetings and Events
- Set up, manage and promote DRX at booths at all local and charity events
- Create awareness for all Urgent Care Services
- Create relationships with local businesses for Occ Health and Workers Comp
- Manage and Contribute to our social media sites
- Have fun

Knowledge/Skills

- Having a very outgoing, positive and passionate personality is very important
- Having the “No Fear” factor when approaching people or making presentations about Doctors Express
- Being organized and self-motivated. This positions requires you to be out of the office 90% of the time promoting the benefits and services of Doctors Express
- Having some sales and working with people experience is good
- Experience in Health Care Education is a plus
- Confidence to make decisions, delegate duties, and execute on objectives
- Proficient computer skills; knowledge of basic applications such as Microsoft word, excel and outlook

Education/Experience

– Associates/Bachelor’s degree in related field preferred

Benefits

- Salary up to \$50,000
- Bonus up to \$10,000
- Paid Time Off
- 100% Health, Dental and Vision for employee

Please email doctorexpersscareers@gmail.com with your resume.

Help Wanted: Administrative Specialist – City of New Bedford

CITY OF NEW BEDFORD

ADMINISTRATIVE SPECIALIST \$40,167 – \$48,995

TREASURER'S OFFICE

Performs a variety of accounting and bookkeeping functions working directly with the Treasurer to provide accurate and timely cash management services for the City of New Bedford.

Responsible for daily cash turnovers to Treasurer and reconciliation with bank records. Prepares and maintains complete financial spreadsheets that summarize cash activity; create and maintain general journals for Treasury Management. Must learn and understand all functions and duties of the Treasurer's Office and be willing and able to perform every function, as needed or directed.

Candidate must possess an Associate's Degree in Finance or Accounting from an accredited institution and a minimum of three years of supervisory work experience at a financial institution or an equivalent combination of education and experience. Bachelor's degree preferred.

Candidate should have cash handling experience and knowledge of the functions of the general ledger and fund accounting. Excellent interpersonal and team building skills; ability to establish and maintain effective working relationships with employees, supervisors, departments, officials and the public; ability to communicate effectively verbally and in writing. Extensive computer experience including MSEXcel and MSWord. MUNIS experience preferred.

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 – 29 October 2014



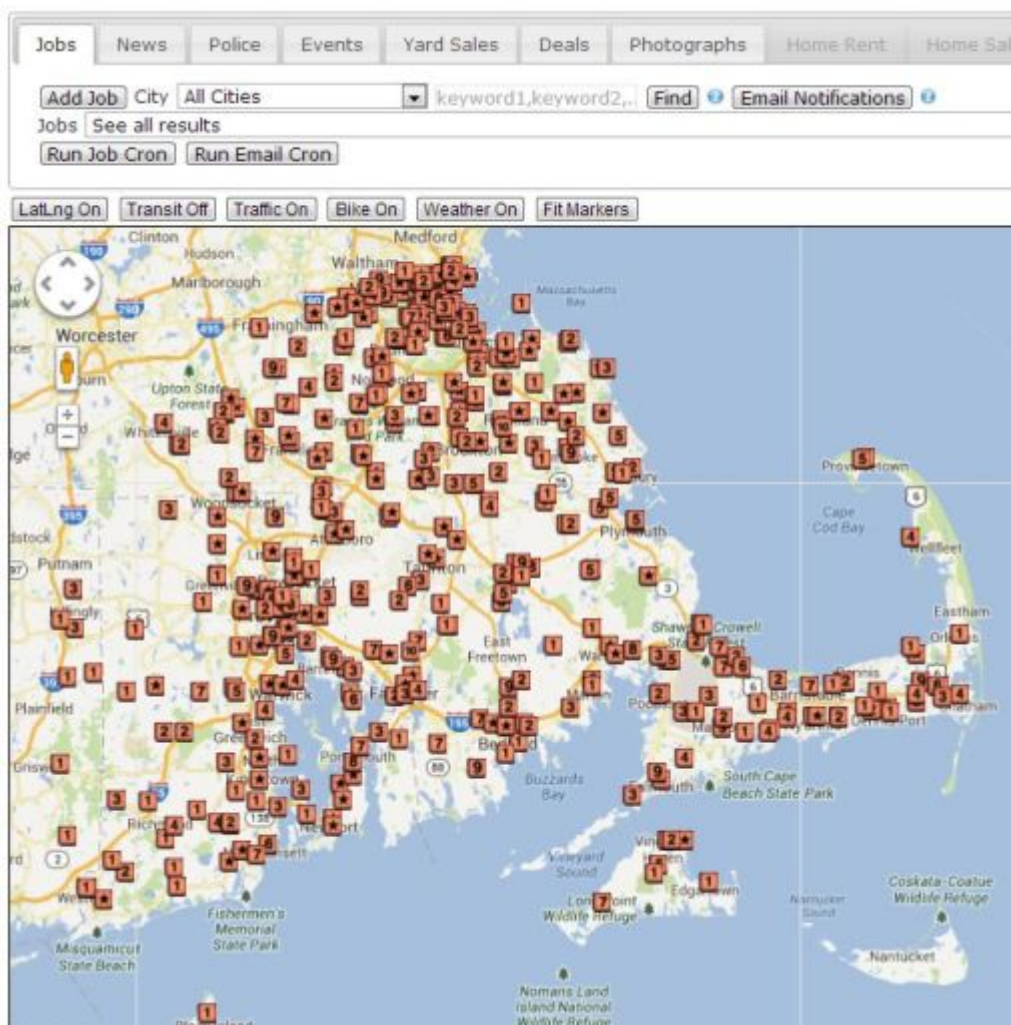
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Here are the Hot Jobs from the Greater New Bedford Career Center as of October 29th, 2014:

1. Community Based Program Facilitator #4894163

In this paid position, you will facilitate Girl Scout programs for girls at local sites including after-school settings, youth and community based organizations and housing developments in specific areas of eastern Massachusetts. Programs will include weekly girl programs, participation in Girl Scout product sales, the recruitment of speakers and volunteers and the possibility of bringing girls on local field trips. Comprehensive training and support is provided.

2. Administrative Assistant #4894175

Manages the office staff including Fire Prevention; organizes workloads and develops new work processes to increase efficiency of the administrative functions within the department. Knowledge equivalent to a Bachelor's degree in public administration, political science, human resources, business management or closely related field, and two years of related experience; or any equivalent combination of education and progressively responsible experience. Knowledge of municipal management and operations, financial reporting, automated office systems and procedures, office administration.

3. Energy Office Manager #4894180

Coordinate and/or oversee all energy data related to the office's activities. This includes, but not limited to, verifying and integrating the savings attributed the City's energy efficiency efforts, the appropriate assignment of solar net metering credits and the tracking of our electric vehicle charging station use into a common database. Activities include updating the Mass Energy Insight tool and data population into EPA's Portfolio Manager. partners, utility companies and other key stakeholders

4. Forklift Operator/Seasonal #4903692

Well established warehouse in New Bedford is looking for experienced forklift operators needed. Seasonal/part time positions starting in November. You may be required to work 6

days per month or seasonally as needed every other week or twice per month.

5. Purchasing and Inventory Control #4903740

Essential Duties and Responsibilities: Review reports and place headwear buys in order to meet current and anticipated demand. Work with Taiwan office to manage all communication between NB & headwear factories. Develop methodology for forecasting demand in order to place appropriate buys. Analyze sales trends of headwear styles and incorporate that information into buy plan. Purchase both blank and decorated "PLO" orders. Minimum 2 years experience at AHEAD or in a similar role elsewhere.

6. Assistant Group Leader #4903745

Responsible for supervising activities and addressing the needs of all children enrolled in the school age child care program. Responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

7. Finisher #4586821

The Finisher is responsible for finishing newly constructed retail display fixtures including prepping fixtures, staining and applying clear finish. This position is responsible for quality craftsmanship and the timely completion of all projects. Must have a minimum of 2 years finishing experience. High School Diploma or equivalent preferred.

8. Finisher Assistant #4586818

The Finisher Assistant is responsible for helping finish newly constructed retail display fixtures including prepping fixtures, staining and applying clear finish. This position is responsible for quality craftsmanship and the timely completion of all projects. Help finish newly constructed retail display furniture. Help prepare fixtures for finish (may require disassembly). Help apply stain and clear coat. Help reassemble fixtures.

9. Restaurant Staff #4905238

Ruby Tuesday at the North Dartmouth Mall is looking to hire for restaurant staff both full and part time. Hours are days, evenings and weekends. The following positions are available: Cooks – must have at least 6 months experience. Dishwasher – no experience needed – will train the right candidate. Busser – no experience needed – will train the right candidate.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of October 29th, 2014:

1. General Manager – Floor Covering installations(East Freetown)

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

2. Server/Cashier – Papa Gino's (Fairhaven)

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

3. Store Manager – Dollar Tree (Fairhaven)

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

4. Customer Account Representative – Rent-A-Center

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

5. Local Truck Driving – Centerline Drivers, LLC

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

6. Registered Nurse – St. Luke's Hospital

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

7. Shift Supervisor – Rite Aid

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

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