

The South Coast Hot Jobs List – September 22, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 22, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Job Fair – Tiverton Casino Hotel

Are you looking for a career in the exciting casino business! **Tiverton Casino Hotel** is holding a [job fair](#) on Saturday, September 21, from 1pm to 4pm for various food & beverage openings at Trattoria Romana Tiverton!

Positions available include:

- Servers
- Bussers
- Bartenders
- Host/Hostess
- Dishwashers
- Line Cooks
- Prep Cooks

Night and weekend availability is a must. Come see us to apply in person!

Facebook

Event:

<https://www.facebook.com/events/518732155364670/>

Tiverton Casino Hotel

777 Tiverton Casino Blvd.,

Tiverton, Rhode Island 02878

<https://www.twinrivertiverton.com/>

JOB FAIR



Servers | Bussers
Host/Hostess | Dishwashers
Line Cooks | Prep Cooks

Outside Sales Representative – Reynolds and Reynolds (New Bedford)

Full-time, \$75,000.00 to \$90,000.00/year

Position Summary

Reynolds and Reynolds develops and supports software for automotive retailers, featuring the industry's only Retail Management System. We are looking for an experienced Sales Representative to sell these software solutions to automotive dealerships within a defined territory.

Responsibilities:

- Serve as the subject matter expert for our core software solutions, ERA and POWER
- Be responsible for building and maintaining relationships with our current customers as well as finding new accounts
- Work closely with area sales specialists to drive market share growth and show how our suite of solutions can help car dealerships deliver superior results
- In this role, you are eligible to receive a company car for both business and personal use. You will also be provided with an iPad, iPhone, laptop and home office equipment.
- Training for this position consists of on-the-job training with a mentor, online training courses, and classroom instruction at our headquarters (Dayton, OH)

Requirements:

- 3+ years related experience
- Excellent oral and written communication skills
- High School Diploma or equivalent; Bachelors preferred but not required
- Persuasiveness and sales-closing abilities
- Strong customer relationship skills
- Ability to travel (overnight) 10%
- Automotive industry experience is a plus (Sales Associate, Sales Manager, Internet Sales Manager, or F&I Manager)

Benefits:

- Company car for business and personal use
- SurfacePro, iPhone, and home office equipment
- Medical, dental, vision, and life insurance
- 401(k) with up to 6% matching
- Professional development and training
- Promotion from within
- Paid vacation and sick days
- Paid holidays
- Referral bonuses
- Discounts for cell phones, cars, computers, entertainment, and much more

Reynolds and Reynolds promotes a healthy lifestyle by providing a non-smoking environment. We encourage applicants of all ages and experience to apply, as we do not discriminate on the basis of age.

Interested in applying? See full details and how to apply [here](#)

Store Team Member (Cashier/Stocker/Animal Care) – Pet Supplies Plus (Fairhaven)

Part-Time

Did you know bearded dragons grow up to 2 feet long? Or that the average life span for an umbrella cockatoo is 50 years? Our team members are pet lovers and like to know it all!

As a Store Team Member at Pet Supplies Plus, you're pawsitively passionate about people and their pets. Providing exceptional, neighborly service at every opportunity during your workday, you will

- stop to help a neighbor select the perfect toy for a terrier that likes to chew
- review and compare the ingredient labels of several food brands for a concerned cat parent
- fit a squirming dachshund with the perfect harness
- educate a sixth grader on bird ownership
- stock shelves and ring up neighbors' purchases
- feed all the furry pets and make sure their cages are spiffy
- all while engaging with PSP neighbors and smiling in the face of puppy breath.

Are you awesome? No, you are more than that. You're PAWsome!

A Pet Supplies Plus team member will likely do it all, but may specialize in any of the following areas:

Cashier

- Processes neighbors' purchases with trustworthy accuracy and efficiency
- Provides Preferred Pet Club membership information to ensure neighbors don't miss any outstanding offers

Stocker

- Safely unloads our delivery trucks using the proper equipment
- Stocks shelves to ensure Fido always gets his favorite chew toy and treats
- Carries bags of kibble, cat litter, aquariums and other purchases out to neighbors' cars

Pet Care

- Provides care for pets in our store, which may include cleaning habitats, feeding and handling the animals
- Answers neighbor's questions on animal care to help them

find or maintain the perfect pet

The Store Team member position can be physically demanding, requiring heavy lifting (40-65 lbs) and standing for long periods of time. We support learning through our interactive Pet Degree pay-for-knowledge programs. PAWsome Store Team Members will:

- Support each other by acting as back-up when extra help is needed
- Be knowledgeable about animals and our products in order to provide outstanding neighborly service
- Be flexible to work evenings, weekends and holidays
- All candidates must pass a drug screening (in applicable states), and be 16 years or older.

Interested in applying? See full details and how to apply [here](#)

Border Patrol Agent – U.S. Customs and Border Protection

Border Patrol Agents prevent terrorists and terrorists' weapons from entering the United States by securing our land borders and coastal waters from between ports of entry. Working for U.S. Customs and Border Protection (CBP) means keeping your country safe from dangerous people and materials attempting to cross our border.

CBP relies on men and women with integrity to carry out our mission – to protect. The career opportunities are vast, from K-9 Inspection to Special Response Team to Horse Patrol, and more. And the benefits are rewarding, including competitive pay, paid time off, health and life insurance, and a generous retirement.

Responsibilities:

A fully trained Border Patrol Agent (BPA) may be eligible for overtime pay (up to an additional 25% of salary). Border Patrol Agents (BPA) may also have a higher starting salary

based on their duty location.

Shift Work/Overtime:

This position requires regular and recurring shift work. You must be willing and available to work rotating shifts. You may also be rotated between assignments and duty locations. You could be required to work overtime on a daily basis and will be compensated up to an additional 25% of your base pay in accordance with the Border Patrol Agent Pay Reform Act of 2014.

This is a career ladder position with a grade level progression of GL-5, GL-7, GL-9, GS-11, and GS-12. You will be eligible for a promotion to the next higher grade level (without re-applying) once you successfully complete 52 weeks in each grade level (with supervisor approval).

Being a Border Patrol Agent makes you a valuable member of the Federal Law Enforcement Officer (LEO) profession.

Typical assignments include:

- Detecting, preventing, and apprehending undocumented aliens and smugglers of aliens at or near the land borders by maintaining surveillance from covert positions
- Responding to electronic sensor alarms
- Interpreting and following tracks, marks and other physical evidence
- Using infrared scopes during night operations
- Responding to aircraft sighting and other anti-smuggling activities
- Performing farm and ranch checks, traffic checks, city patrols, and transportation checks
- Patrolling the international boundary and coastal waterways and using a variety of Government assets for the accomplishment of the USBP Mission. These assets may include, but are not limited to: vehicles, horses, vessels, water crafts, off-road vehicles, ATVs, snowmobiles, and motorcycles.

This position requires wearing an officially approved uniform and complying with established grooming standards found here; as established by the Border Patrol's Uniform and Grooming Standards Policy #07-09126. Please note that in accordance with these standards, tattoos and/or brandings on the head, face, neck or hands are not permitted. Obscene, racially/ethnically derogatory and/or gang tattoos or brandings shall not be visible. All visible tattoos and/or brandings will be covered while performing the following volunteer duties: Recruiting, Public Affairs Officer, Oral Hiring Boards, International Liaison duties, Community Affairs or judicial proceedings.

Travel Required:

Occasional travel – Travel may be required based on operational needs

Interested in applying? See full details and how to apply [here](#)

Retail Sales, Cashiers, Stock Associates – Bed Bath & Beyond (Dartmouth)

Christmas Tree Shops is growing and so is our need for talented associates. We offer a distinctive, fast-paced, and dynamic retail environment where you can truly make a difference AND have an opportunity to grow your career! If you are looking for a retail company that values both its people and its customers, your search is over – you have discovered Christmas Tree Shops!

Please join us on Thursday, September 26th at this location. We will be interviewing between the hours of 12:00pm and 6:00pm – No appointments necessary. Please apply on-line before arriving.

National Hiring Day 2019

Thursday, September 26th

12:00pm to 6:00pm

On the spot interviews. Quick hiring decisions.

This store location will be interviewing between the hours of 12:00pm and 6:00pm for all open retail positions including retail sales, customer service, stock associates. No appointments necessary. Please apply online before you arrive.

If you are not available to interview on this date or time, please search our career page for opportunities or apply in-person at your local store location and ask for the Leader on Duty.

Interested in applying? See full details and how to apply [here](#)

Team Member – Domino's Pizza

Full-time, Part-time, \$12.00 to \$15.00/hour

JOIN OUR AWARD-WINNING TEAM. NEW BEDFORD (821 Rockdale Avenue, 109 Rockdale Avenue) Make Great Pizzas, Make Great Dough! Compensation: Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Requirements to join our award-winning team: * Enthusiasm, strong basic math and spelling skills. * Commitment to teamwork, desire to work in a fast-paced environment. * Bilingual or multilingual a plus. Must be over 18-years for most positions, but strong youth candidates encouraged to apply. Part-time and full-time positions available. Equal Opportunity Employer. Apply online at: <https://jobs.dominos.com/dominos-careers>

Experience:

- Customer Service: 1 year (Required)

Education:

- High school or equivalent (Required)

Benefits:

- Flexible schedule

Hours per week:

- 20-29

Interested in applying? See full details and how to apply [here](#)

Retail Merchandiser – Hallmark

The Retail Merchandiser is a part-time position that performs service work in the Hallmark department in various retail stores such as grocery stores, drug stores, department stores and mass retailers. These positions do not service Hallmark Card Shops.

This is your opportunity to represent the world's best-known greeting card brand and develop retailer relationships in your community. Hallmark provides paid training, paid travel time and mileage reimbursement between stores and access to a variety of corporate discounts.

Day to Day Service:

- Product merchandising: You will handle all aspects of product merchandising within your assigned stores. You will use a Hallmark-issued, hand-held mobile device to replenish, straighten and track inventory of Hallmark products. This could include products placed inside the Hallmark department or within other areas of the store.
- Store employee and customer interaction: You must interact in a professional manner with store employees, store management and customers while in the store.
- Schedule: Your Territory Supervisor will clarify your specific schedule. Work is typically scheduled Monday through Friday during the day and hours will increase during holiday periods.

Holiday Support:

- Hallmark's business is season driven. Your scheduled days and hours will increase the week before and after the following holidays – Valentine's Day, Easter, Mother's Day, Father's Day, Halloween, Thanksgiving and Christmas.

- You may be required to work on the actual holiday for Valentine's Day, Mother's Day and Father's Day.

Department Remodels and Resets:

- Occasionally, you may be required to be a part of an installation team and work on activities to include, but not limited to, building Hallmark fixtures, moving card departments, installing fixtures and product and remodeling card departments.
- Typically you will receive at least a 2-week notice for remodel/reset work.

PHYSICAL REQUIREMENTS

This is a physically demanding job that requires a high level of energy and a sense of urgency. You will be working on the selling floor as well as in back stockrooms. You must be able to consistently push, pull, lift, and carry cartons, merchandise and display fixtures up to 30 pounds throughout the work day and up to 50 pounds on occasion. You will also be required to stoop, squat, walk, and stand throughout your work day, and you may be required to climb stairs and step ladders.

REQUIREMENTS

- Access to a Wi-Fi network and the internet
- Able to operate hand-held technology provided to open and read documents and interpret information
- Flexibility to work a changing work schedule that may include an occasional evening or weekend
- Reliable transportation to report to assigned locations as scheduled
- Eligible to work in the United States
- Able to read, understand and communicate in English
- At least 18 years of age
- High School Diploma/GED or equivalent
- May be required to work the week before and the week after major holidays

Interested in applying? See full details and how to apply [here](#)

School Safety Staff – New Bedford Public Schools

This is a PART-TIME (School Year) Position Provides a safe and secure environment for learning.

- Patrols interior points of entrance/exit, passageways, common areas including restrooms, instructional areas, gymnasium, auditorium, cafeteria and assembly areas as assigned Ensures appropriate pedestrian traffic patterns and flow along interior passageways and exterior walkways.
- Monitors motor vehicle traffic issues around assigned facility, including but not limited to vehicle-free zones/building proximity, parking areas and speed.
- Pre-qualifies vendors and/or external contractors and monitors accountability using registration (sign-in/-out), identification badge assignment, controlled access areas and passage routes throughout the facility.
- Provides directions as needed as well as information regarding visitation policies and protocols to all authorized vendors and/or external contractors.
- Provides security presence as directed at academic, athletic and social events both during and after regular school hours.
- Controls and diffuses disturbances before, during and after school hours, within school buildings, upon school grounds and along access and egress routes. Assists school resource (police) officers, local police and fire safety officers as necessary.
- Maintains logs, prepares reports and/or other documentation related to security and/or safety.
- Performs other related duties as assigned.

Interested in applying? See full details and how to apply [here](#)

Court Monitor – FunZ Trampoline Park (New Bedford)

Part-Time

As a Court Monitor, your job would be to enforce the rules of the park and ensure customer safety! Also, you will be

responsible for helping to clean and maintain our park. We are looking for people preferably with customer service experience. Must be able to work weekends.

Education:

- High school or equivalent (Preferred)

Work authorization:

- United States (Required)

Additional Compensation:

- Store Discounts

Hours per week:

- 10-19

Interested in applying? See full details and how to apply [here](#)

Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches

PAY: \$47,339 – \$59,178

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic

construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Corrections Officer – Bristol County Sheriff's Office (North Dartmouth)

Full-time, \$46,611.55 to \$60,899.28/year

Bristol County Sheriff's Office (BCSO) is looking to hire Correction Officers. Starting salary \$46,611 to \$60,899, two weeks paid vacation, three personal days, health, dental and vision benefits, earned sick time, and state pension.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

CORRECTION OFFICER SHALL FOLLOW THE BRISTOL COUNTY SHERIFF'S OFFICE CHAIN OF COMMAND AND WORK UNDER THE SUPERVISION OF THE ASSIGNED SERGEANT AND/OR RESPECTIVE ZONE LIEUTENANT.

REQUIRED DOCUMENTS:

- Valid Driver's License
- High School Diploma or GED
- Birth Certificate or Certificate of Naturalization

RESPONSIBILITIES:

- THE SUPERVISION OF STAFF IN PERFORMING POST ASSIGNMENTS

WITHIN THE RESPECTIVE CORRECTIONAL FACILITY, ENSURING AREAS OF RESPONSIBILITY ARE MAINTAINED IN A CLEAN, SECURE AND SANITARY MANNER.

- OBSERVING THE DAILY ACTIVITIES OF ALL INMATES/DETAINEES COMMITTED TO THE CUSTODY OF THE BRISTOL COUNTY SHERIFF'S OFFICE.
- INITIATE AND DIRECT SEARCHING OF VARIOUS SECTIONS OF THE RESPECTIVE UNITS FOR CONTRABAND IN ACCORD WITH B.C.S.O PROCEDURES
- SHALL DIRECTLY COMMUNICATE WITH OTHER OFFICERS ASSIGNED TO THE SAME UNIT ROTATION ABOUT UNIT CLIMATE ISSUES, MAINTENANCE REQUESTS, INMATE UNIT WORKER ASSIGNMENTS, ACTIVITY SCHEDULES, RELEASE OR OTHER PERTINENT PROBLEMS.

Benefits:

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off

Interested in applying? See full details and how to apply [here](#)

Administrative Assistant – F&B Rubberized, INC

Part-time, Internship

Responsibilities will include but not limited to:

- Answer Phones
- Make Flyers
- Pick up certain items to maintain warehouse (welding material, gloves, etc.)
- File Paperwork

Additional Compensation:

- Commission

This Job Is:

- A job for which all ages, including older job seekers, are encouraged to apply

Interested in applying? See full details and how to apply [here](#)

EEC Certified Teacher – Kids Ink (Dartmouth)

12 – \$13 an hour – Part-time

The Teacher is responsible for creating a warm, welcoming and inviting educational environment for children and families. They are responsible for curriculum implementation at the direction of the Master Teacher and must be able to meet all EEC standards.

Experience:

- Relevant: 1 year (Preferred)
- Childcare: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

License:

- Teaching Certificate (Required)

Benefits:

- Paid time off
- Flexible schedule
- Professional development assistance

This Company Describes Its Culture as:

- Team-oriented – cooperative and collaborative
- Detail-oriented – quality and precision-focused
- Stable – traditional, stable, strong processes

Interested in applying? See full details and how to apply [here](#)

Cashiers, Delivery Drivers, Kitchen Help – Wings over New Bedford

Wings Over New Bedford is a new store in New Bedford MA. We are hiring in all positions full time and part-time. We are looking for individuals to come join our wings team. We offer flexible schedules. Drivers must have their own vehicles and insurance. Come down and apply at our location, 972 Kempton St New Bedford, MA 02740.

Interested in applying? See full details and how to apply [here](#)

Security Officer – Command Security Corporation (New Bedford) *Part-Time*

Position Summary

Work for a company where your individual contributions are recognized and rewarded. Apply for your next security position at Command Security Corporation. We are always hiring professionals eager to exceed customer expectations.

We're hiring reliable, experienced, Part-Time Security Officers! The persons in this position will maintain a safe and secure environment for customers and co-workers by patrolling, monitoring premises, and performing search procedures.

Command Security Corporation offers a whole suite of benefit options. Command believes in career advancement and encourages current employees to apply. We offer competitive wages and exciting company resources.

Responsibilities

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security/safety of premises
- Circulate among visitors, patrons, and employees to preserve order and protect property
- Guard, patrol, and monitor industrial or commercial premises to prevent safety hazards, theft, violence, or infractions of rules

- Enforce rules, regulations, policies, procedures, and respond to emergency situations requiring security assistance
- Escort on foot or by motor vehicle to transport individuals to specified locations or to provide personal protection or to escort persons off customer property
- Write detailed narrative reports and maintain daily activity reports (DARs)
- Provide assistance to customers, employees and visitors in a courteous and professional manner
- Monitor for irregular or unusual activity
- Secure facility and designated areas
- Enforce facility and company policies and procedures
- Investigate and prepare reports on incidents

Qualifications

- 21 years old or older
- Experience with Phones/Tablets
- High school diploma or GED equivalent
- Must have good communications skills
- Ability to stand or walk for long periods
- Ability to think clearly during crisis or high-stress periods
- Must be reliable, have a positive attitude, and uphold ethical behavior
- Must have one (1) year of experience as a security supervisor, police officer, military or a combination of education, training or work experience which provides the required knowledge, skills and abilities to perform the duties of this position

Interested in applying? See full details [and how to apply here](#)

Account Clerk – City of New Bedford Auditor’s Office

PAY: \$15.46 – \$20.92

Performs a variety of general office functions including data

entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other projects as needed. Attends meetings, trainings, workshops, conferences and 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 accounts payable, general accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Compliance Officer (Community Relations Specialist) – City of New Bedford

PAY: \$51,693 – \$64,622

Develops and implements a comprehensive communications plan

that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

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

Collaborates with technology staff to write and update content on the district's external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor's degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years' experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

[Employment Opportunities](#)

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Sr. Clerk Typist position – City of New Bedford Fire Department

PAY: \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

For more information, please visit:

[Employment Opportunities](#)

Data Entry Clerk for the Assessors Office – City of New Bedford

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

After School Program Monitor & After School Program Supervisor positions – City of New Bedford

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

PAY: \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

PAY: \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic

support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.

The Tiverton Casino Hotel is Hiring and hosting a Job Fair on Saturday, September 21st

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- Line Cooks
- Prep Cooks

Night and weekend availability is a must. Come see us to apply in person!

Facebook

Event :

<https://www.facebook.com/events/518732155364670/>

Tiverton Casino Hotel

777 Tiverton Casino Blvd.,

Tiverton, Rhode Island 02878

<https://www.twinrivertiverton.com/>

JOB FAIR

Servers | Bussers
Host/Hostess | Dishwashers
Line Cooks | Prep Cooks



HELP WANTED: City of New Bedford's Department of Facilities & Fleet Management is currently hiring for a Finance & Operations Manager

PAY: \$66,603 – \$83,261

Manages budgets, grants and special funds for the Department of Facilities and Fleet Management. Supervises all clerical staff. Oversees the day-to-day administrative operations of the Department and project management as it pertains to financial interests. Enters and prepares budget for review for

the director. Monitors all revenues, expenditures, receivables and cash to ensure fiscal control between the department, Auditor's Office and Treasurer's Office. Manages and investigates special revenues including Federal and State grants, loans reimbursements and expenditures.

Bachelor's Degree in operations management, business administration, human resources management or related discipline. Massachusetts Certified Public Procurement Official (MCPPO) certification or the ability to become MCPPO certified within one year of hire. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

The South Coast Hot Jobs List – September 15, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 15, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Job Fair – Blount Fine Foods

Are you looking to work with a growing company? Come see what Blount has to offer you and add some spice to your work life. Join Blount for their on-site Job Fair on September 18, 2019, from 3:00pm-6:00pm at their location at 575 Currant Road, Fall

River.

You will have the chance to speak to someone from our recruiting team, meet with supervisors and hear about our competitive benefits package. Many opportunities for machine operators, warehouse associates, food prep individuals, quality control, quality assurance and much more! See what Blount has to offer you!

WHEN:

Wednesday, September 18, 2019 at 3 PM – 6 PM

WHERE:

Blount Fine Foods
630 Currant Rd,
Fall River, Massachusetts 02720

Facebook

Event

Page:

<https://www.facebook.com/events/2414688508855779>.

Facebook: [facebook.com/blountfinefoods/](https://www.facebook.com/blountfinefoods/)

Website: [blountfinefoods.com/](https://www.blountfinefoods.com/)

About Blount Fine Foods:

Blount Fine Foods offers competitive wages, medical, dental and vision benefits; 401k with Company match and Profit Sharing Plan; Paid time off including vacation, sick time and holidays; Education Assistance Program; Life Insurance and Short Term Disability; Discounts on Blount products at Company retail locations.

Blount Fine Foods is an equal opportunity employer & prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital, & veteran status.

A graphic for a job fair. It features a large orange rectangle with the text "JOB FAIR 9.18" in white, bold, sans-serif font. Below this, "3-6PM" is written in a smaller white font. At the bottom of the orange section, the address "575 CURRANT RD FALL RIVER, MA 02720" is written in white. Below the orange section is a red section with the website "WWW.BLOUNTJOBS.COM" in white. On the left side of the orange section, there is a small illustration of three carrots.

Security Officer – Command Security Corporation (New Bedford)
Part-Time

Position Summary

Work for a company where your individual contributions are recognized and rewarded. Apply for your next security position at Command Security Corporation. We are always hiring professionals eager to exceed customer expectations.

We're hiring reliable, experienced, Part-Time Security Officers! The persons in this position will maintain a safe and secure environment for customers and co-workers by patrolling, monitoring premises, and performing search procedures.

Command Security Corporation offers a whole suite of benefit options. Command believes in career advancement and encourages current employees to apply. We offer competitive wages and exciting company resources.

Responsibilities

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security/safety of premises
- Circulate among visitors, patrons, and employees to preserve order and protect property
- Guard, patrol, and monitor industrial or commercial premises to prevent safety hazards, theft, violence, or infractions of rules
- Enforce rules, regulations, policies, procedures, and respond to emergency situations requiring security assistance
- Escort on foot or by motor vehicle to transport individuals to specified locations or to provide personal protection or to escort persons off customer property
- Write detailed narrative reports and maintain daily activity reports (DARs)
- Provide assistance to customers, employees and visitors in a courteous and professional manner
- Monitor for irregular or unusual activity
- Secure facility and designated areas
- Enforce facility and company policies and procedures
- Investigate and prepare reports on incidents

Qualifications

- 21 years old or older
- Experience with Phones/Tablets
- High school diploma or GED equivalent
- Must have good communications skills
- Ability to stand or walk for long periods
- Ability to think clearly during crisis or high-stress periods
- Must be reliable, have a positive attitude, and uphold

ethical behavior

- Must have one (1) year of experience as a security supervisor, police officer, military or a combination of education, training or work experience which provides the required knowledge, skills and abilities to perform the duties of this position

Interested in applying? See full details and how to apply [here](#)

Court Monitor – FunZ Trampoline Park (New Bedford)

Part-Time

As a Court Monitor, your job would be to enforce the rules of the park and ensure customer safety! Also, you will be responsible for helping to clean and maintain our park. We are looking for people preferably with customer service experience. Must be able to work weekends.

Education:

- High school or equivalent (Preferred)

Work authorization:

- United States (Required)

Additional Compensation:

- Store Discounts

Hours per week:

- 10-19

Interested in applying? See full details and how to apply [here](#)

Retail Sales, Cashiers, Stock Associates – Bed Bath & Beyond (Dartmouth)

Christmas Tree Shops is growing and so is our need for talented associates. We offer a distinctive, fast-paced, and

dynamic retail environment where you can truly make a difference AND have an opportunity to grow your career! If you are looking for a retail company that values both its people and its customers, your search is over – you have discovered Christmas Tree Shops!

Please join us on Thursday, September 26th at this location. We will be interviewing between the hours of 12:00pm and 6:00pm – No appointments necessary. Please apply on-line before arriving.

National Hiring Day 2019

Thursday, September 26th

12:00pm to 6:00pm

On the spot interviews. Quick hiring decisions.

This store location will be interviewing between the hours of 12:00pm and 6:00pm for all open retail positions including retail sales, customer service, stock associates. No appointments necessary. Please apply online before you arrive.

If you are not available to interview on this date or time, please search our career page for opportunities or apply in-person at your local store location and ask for the Leader on Duty.

Interested in applying? See full details [and how to apply here](#)

Residential Care Staff – M.O. L.I.F.E., Inc (Fairhaven)

Part-time

Join our growing team in enhancing the lives of individuals with developmental disabilities in SouthCoast Massachusetts!

Responsibilities include:

- Work shift – Monday and Tuesday evenings 6pm -10pm, Saturdays, 8am to 4 pm and Sundays 4pm -12:00am.

- Provide individualized care and assist with activities of daily living, including proper maintenance of living area, guiding residents in leisure activities, work day programming, medication administration, meal preparation, housekeeping , and personal hygiene.
- Design and direct flexible individualized and/or group support to assigned consumers as established from ISP and from significant and invited people in consumer's life.
- Involve and assist individuals in Functional Skill Development
- Assist individuals in sound, independent decision-making with emphasis on balancing risks and benefits of those decisions and understanding the potential consequences.
- Build and expand natural and other supports.
- Model appropriate behavior for individuals.
- Comply with and promote the Human rights of developmentally disabled and brain injured population.
- Provide transportation to appointments, errands and social activities.
- Fulfill progress notes and behavioral data log notes for each individual residing in the program on a daily basis.

MAP CERTIFICATION A PLUS, BUT NOT NECESSARY. MUST BE WILLING TO OBTAIN.

License:

- Driver's License (Required)

Interested in applying? See full details and how to apply [here](#)

Retail Merchandiser – Hallmark

The Retail Merchandiser is a part-time position that performs service work in the Hallmark department in various retail stores such as grocery stores, drug stores, department stores and mass retailers. These positions do not service Hallmark Card Shops.

This is your opportunity to represent the world's best-known

greeting card brand and develop retailer relationships in your community. Hallmark provides paid training, paid travel time and mileage reimbursement between stores and access to a variety of corporate discounts.

Day to Day Service:

- **Product merchandising:** You will handle all aspects of product merchandising within your assigned stores. You will use a Hallmark-issued, hand-held mobile device to replenish, straighten and track inventory of Hallmark products. This could include products placed inside the Hallmark department or within other areas of the store.
- **Store employee and customer interaction:** You must interact in a professional manner with store employees, store management and customers while in the store.
- **Schedule:** Your Territory Supervisor will clarify your specific schedule. Work is typically scheduled Monday through Friday during the day and hours will increase during holiday periods.

Holiday Support:

- Hallmark's business is season driven. Your scheduled days and hours will increase the week before and after the following holidays – Valentine's Day, Easter, Mother's Day, Father's Day, Halloween, Thanksgiving and Christmas.
- You may be required to work on the actual holiday for Valentine's Day, Mother's Day and Father's Day.

Department Remodels and Resets:

- Occasionally, you may be required to be a part of an installation team and work on activities to include, but not limited to, building Hallmark fixtures, moving card departments, installing fixtures and product and remodeling card departments.
- Typically you will receive at least a 2-week notice for remodel/reset work.

PHYSICAL REQUIREMENTS

This is a physically demanding job that requires a high level

of energy and a sense of urgency. You will be working on the selling floor as well as in back stockrooms. You must be able to consistently push, pull, lift, and carry cartons, merchandise and display fixtures up to 30 pounds throughout the work day and up to 50 pounds on occasion. You will also be required to stoop, squat, walk, and stand throughout your work day, and you may be required to climb stairs and step ladders.

REQUIREMENTS

- Access to a Wi-Fi network and the internet
- Able to operate hand-held technology provided to open and read documents and interpret information
- Flexibility to work a changing work schedule that may include an occasional evening or weekend
- Reliable transportation to report to assigned locations as scheduled
- Eligible to work in the United States
- Able to read, understand and communicate in English
- At least 18 years of age
- High School Diploma/GED or equivalent
- May be required to work the week before and the week after major holidays

Interested in applying? See full details and how to apply [here](#)

School Safety Staff – New Bedford Public Schools

This is a PART-TIME (School Year) Position Provides a safe and secure environment for learning.

- Patrols interior points of entrance/exit, passageways, common areas including restrooms, instructional areas, gymnasium, auditorium, cafeteria and assembly areas as assigned Ensures appropriate pedestrian traffic patterns and flow along interior passageways and exterior walkways.
- Monitors motor vehicle traffic issues around assigned facility, including but not limited to vehicle-free zones/building proximity, parking areas and speed.

- Pre-qualifies vendors and/or external contractors and monitors accountability using registration (sign-in/-out), identification badge assignment, controlled access areas and passage routes throughout the facility.
- Provides directions as needed as well as information regarding visitation policies and protocols to all authorized vendors and/or external contractors.
- Provides security presence as directed at academic, athletic and social events both during and after regular school hours.
- Controls and diffuses disturbances before, during and after school hours, within school buildings, upon school grounds and along access and egress routes. Assists school resource (police) officers, local police and fire safety officers as necessary.
- Maintains logs, prepares reports and/or other documentation related to security and/or safety.
- Performs other related duties as assigned.

Interested in applying? See full details and how to apply [here](#)

Retail Sales Consultant – Sprint (New Bedford)

From \$40,000 a year- Commission

Here's your opportunity to join an unstoppable team at a company that's setting a new standard in wireless. This position puts you on the leading edge of a brand that is changing the way people live, work and play.

As a Sprint Retail Sales Consultant, you are a wireless expert. This means you have the power to connect customers to the people, places and things that matter most. You move Sprint's Brand forward by delivering unmatched customer experience. You are a guide, a guru, a virtual Jedi master of wireless mobility. You stay current with the latest technologies and trends. You deliver the whole package products, plans and service like nobody's business. Best of all, when you're doing what you do best (being awesome),

you're nailing Sprint's customer satisfaction and growth goals and having fun while doing it. Did we mention you do this with other great people who complete the circle of awesomeness? We call them your Sprint Retail team.

You are the Sprint face to the customer and as such, you are the walking embodiments of the brand and our commitment to provide our customers the best possible offer to fit their needs. Great products, great plans, comparable network and outstanding customer experience.

We reward you for your effort with a great total rewards package including health and wellness benefits, tuition reimbursement, paid time off, and an opportunity to earn incentive rewards for selling, serving and delighting customers. As a full-time Sprint partner, you can earn more than \$40,000 total compensation with significant commission upside for top performers. At Sprint we believe in paying for performance – the more you sell, the more you should earn.

- Provides a total sales solution to our customers, for any of their wireless/mobility needs. This includes selling the value of Sprint's devices, accessories and service plans; maximizing Sprint-customer connections; saving our customers money; personalizing their experience; and protecting their investment
- Delivers an outstanding store experience that improves customer loyalty and strengthens the Sprint Brand
- Meets or exceeds key performance objectives, including sales and customer satisfaction goals
- Accurately sets up accounts, so customers are ready to use their new devices and plans as soon as they leave the store
- Identifies the right solutions for customer billing, technical and/or account issues
- Receives training in their curriculum path to further their skills and career opportunities
- Complies with all operational policies and procedures, including the Sprint Code of Conduct

- Aside from reasonable accommodations or military obligations, employees must be available to work a retail schedule that includes evenings, weekends and holidays.

Qualifications

- High School diploma or equivalent
- Six months retail sales or related experience

The Retail Sales team is the heart and soul of Sprint, connecting people with what matters every day. Our relentless innovation in cutting-edge technology, providing value and outstanding customer experience are all in service of our core belief: that connecting should be simple, rewarding and even fun.

Connecting with our Retail Sales team means you'll:

- Receive a competitive total compensation package including base salary plus monthly sales incentives
- Enroll in our benefits/Total Rewards Program empowering you to take charge of your wealth, health and professional goals
- Further your education through our Tuition Assistance Program
- Connect with the latest wireless and mobile devices through our Employee Phone Program
- Promote innovation and friendly competition to deliver unparalleled customer experience
- Gain valuable wireless industry experience and skills by learning the newest trends and technology through engagement and training
- Achieve satisfaction knowing that you are changing lives by connecting customers with the resources, information, entertainment, and people that matter most

Are you ready to connect?

Sprint is a background screening, drug screening, and E-Verify participating employer and considers qualified candidates with criminal histories consistent with applicable law.

Equal Opportunity Employer/Disability/Protected Veterans

If you are a qualified individual with a disability or a disabled protected veteran and need an accommodation or accessibility assistance to apply for one of our positions, you may submit a request by sending an email to careers@sprint.com or by faxing your request to 913-523-9980.

“Applicants have rights under Federal Employment Laws” Family and Medical Leave Act (FMLA) Poster; Equal Employment Opportunity (EEO) Poster; Supplemental Equal Employment Opportunity (EEO) is the Law Poster; Employee Polygraph Protection Act (EPPA) Poster; Pay Transparency Notice Poster; and the Philadelphia’s Fair Change Hiring Law Poster.

Interested in applying? See full details and how to apply [here](#)

Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches

PAY: \$47,339 – \$59,178

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and

maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Cashier – Christmas Tree Shops and That! (Dartmouth)

Part-time, Temporary

Christmas Tree Shops is growing and so is our need for more talented associates. We offer a distinctive, fast paced, and dynamic retail environment where you can truly make a difference AND have a very real opportunity to grow your career! If you are looking for a retail growth company that values both its people and its customers, has a winning track record, and an even brighter future, your search is over – you have discovered Christmas Tree Shops!

Specifically we are seeking the following Temporary Part Time positions in the North Dartmouth, MA store:

Cashiers

As a Cashier you will work in a in a high paced environment and you must maintain a calm, professional demeanor while performing your duties in an accurate manner. The Cashier is expected to deliver exceptional customer service and meet sales and productivity goals.

Key Responsibilities:

- Engage customers in a courteous, helpful, and respectful manner, promptly and politely responds to customer inquiries and customer requests for support
- Process customer transactions through the register and customer service desk
- Collect and processes payment from customer and enters into register system (includes applying coupons, providing change and receipts)
- Package customer purchases for removal from the store (includes wrapping, bagging)
- Ensure all items intended for purchase are identified and properly scanned
- Execute activities related to store initiatives to offer customers additional products and services (e.g., special sale items, credit card applications)
- Return misplaced product, customer returns, and other product gathered in the front-end to the correct location in the store
- Perform additional duties as required including, but not limited to, stocking, freight processing, price changes and cart retrieval

Education/Experience/Qualifications:

- High School diploma or equivalent desired
- 0-1 years of retail experience desired
- Effective communication and customer service skills
- Readily adjusts schedule, tasks, and priorities when necessary to meet business needs

You can apply online or you can also text “jobs” to 47283

Interested in applying? See full details and how to apply [here](#)

Administrative Assistant – F&B Rubberized, INC

Part-time, Internship

Responsibilities will include but not limited to:

- Answer Phones

- Make Flyers
- Pick up certain items to maintain warehouse (welding material, gloves, etc.)
- File Paperwork

Additional Compensation:

- Commission

This Job Is:

- A job for which all ages, including older job seekers, are encouraged to apply

Interested in applying? See full details and how to apply [here](#)

EEC Certified Teacher – Kids Ink (Dartmouth)

12 – \$13 an hour – Part-time

The Teacher is responsible for creating a warm, welcoming and inviting educational environment for children and families. They are responsible for curriculum implementation at the direction of the Master Teacher and must be able to meet all EEC standards.

Experience:

- Relevant: 1 year (Preferred)
- Childcare: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

License:

- Teaching Certificate (Required)

Benefits:

- Paid time off
- Flexible schedule
- Professional development assistance

This Company Describes Its Culture as:

- Team-oriented – cooperative and collaborative
- Detail-oriented – quality and precision-focused
- Stable – traditional, stable, strong processes

Interested in applying? See full details and how to apply [here](#)

Servers – Country Club of New Bedford

Part-time. Full-Time

Country Club of New Bedford is seeking to fill server positions. Candidates are required to have a professional demeanor, work well at a fast-pace, and work well as part of a team. A positive attitude and friendly composure are a must!

Servers are utilized in daily dining operations as well as functions and golf tournaments. Schedule flexibility is necessary, as business and weather dictate our staffing needs.

The dining room is open to members for lunch and dinner operations. The Club hosts several events each month for our members, as well. Bridal & baby showers, business meetings, bereavement gatherings, and milestone celebrations are frequently held in our Clubhouse. CCNB also hosts several golf tournaments in which the Food & Beverage team is part of.

Previous full-service restaurant experience is required. Previous fine dining experience is a plus, but not required.

Please respond to this ad with resume.

Experience:

- Server: 1 year (Required)

Interested in applying? See full details and how to apply [here](#)

Warehouse Worker – Plumbers' Supply Co.

Full-Time

Warehouse – Plumbing, Heating & HVAC distributor located in

New Bedford, MA seeks a motivated individual to be part of warehouse staff at our brand new distribution center in the New Bedford Industrial Park. Heavy Lifting and valid driver's license required. Duties include unloading trucks, picking customer orders, packaging products for shipment, picking orders and general warehouse tasks

Full benefits package and 401(K) Plan offered. Driver's records are reviewed and drug tests are performed.

Interested in applying? See full details and how to apply [here](#)

Account Clerk – City of New Bedford Auditor's Office

PAY: \$15.46 – \$20.92

Performs a variety of general office functions including data entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other projects as needed. Attends meetings, trainings, workshops, conferences and 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 accounts payable, general accounting, data processing, and two years of

increasingly responsible related experience; or any equivalent combination of education and experience. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Compliance Officer (Community Relations Specialist) – City of New Bedford

PAY: \$51,693 – \$64,622

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

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

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

Collaborates with technology staff to write and update content on the district’s external website, social media tools and other on-line resources to ensure accuracy and consistency of

information.

Bachelor's degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years' experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

[Employment Opportunities](#)

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Sr. Clerk Typist position – City of New Bedford Fire Department

PAY: \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants;

prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

For more information, please visit:

[Employment Opportunities](#)

Data Entry Clerk for the Assessors Office – City of New Bedford

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide

support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

After School Program Monitor & After School Program Supervisor positions – City of New Bedford

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

PAY: \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a

Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

PAY: \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested

persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.

HELP WANTED: City of New

Bedford Parks, Recreation, and Beaches is hiring for an Assistant Project Manager

PAY: \$47,339 – \$59,178

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency

requirement. EEO

HELP WANTED: City of New Bedford Auditor's Office is hiring for an Account Clerk

PAY: \$15.46 – \$20.92

Performs a variety of general office functions including data entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other projects as needed. Attends meetings, trainings, workshops, conferences and 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 accounts payable, general accounting, data processing, and two years of increasingly responsible related experience; or any equivalent

combination of education and experience. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

The South Coast Hot Jobs List – September 08, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 08, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Job Fair – Blount Fine Foods

Are you looking to work with a growing company? Come see what Blount has to offer you and add some spice to your work life. Join Blount for their on-site Job Fair on September 18, 2019, from 3:00pm-6:00pm at their location at 575 Currant Road, Fall River.

You will have the chance to speak to someone from our recruiting team, meet with supervisors and hear about our competitive benefits package. Many opportunities for machine operators, warehouse associates, food prep individuals, quality control, quality assurance and much more! See what Blount has to offer you!

WHEN:

Wednesday, September 18, 2019 at 3 PM – 6 PM

WHERE:

Blount Fine Foods
630 Currant Rd,
Fall River, Massachusetts 02720

Facebook

Event

Page:

<https://www.facebook.com/events/2414688508855779>.

Facebook: [facebook.com/blountfinefoods/](https://www.facebook.com/blountfinefoods/)

Website: [blountfinefoods.com/](https://www.blountfinefoods.com/)

About Blount Fine Foods:

Blount Fine Foods offers competitive wages, medical, dental and vision benefits; 401k with Company match and Profit Sharing Plan; Paid time off including vacation, sick time and holidays; Education Assistance Program; Life Insurance and Short Term Disability; Discounts on Blount products at Company retail locations.

Blount Fine Foods is an equal opportunity employer & prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital, & veteran status.

A graphic for a job fair. It features a large orange rectangle with the text "JOB FAIR 9.18" in white, bold, sans-serif font. Below this, "3-6PM" is written in a smaller white font. At the bottom of the orange section, "575 CURRANT RD FALL RIVER, MA 02720" is written in white. A dark red horizontal bar at the very bottom contains the website "WWW.BLOUNTJOBS.COM" in white. On the left side of the orange rectangle, there is a small illustration of three carrots.

Activities Assistant – The Oaks

Position Summary

The Activities Assistant assists the Director of Activities in planning, organizing, developing, and directing quality activities for patients, ensuring that the recreational, physical, intellectual, spiritual, and social needs of each patient is met in accordance with all applicable laws, regulations, and Life Care standards.

Education, Experience, and Licensure Requirements

- Must be a high school graduate or equivalent
- Prior experience with geriatrics preferred

Specific Job Requirements

- Must have a valid driver's license in current State with satisfactory driving record per Life Care standards
- Demonstrated proficiency in arts/crafts/music is preferred
- Must possess the ability to make independent decisions when circumstances warrant such action
- Must be knowledgeable of practices and procedures as well as the laws, regulations, and guidelines governing functions in the post-acute care facility
- Must have the ability to implement and interpret the programs, goals, objectives, policies, and procedures of the department
- Must perform proficiently in all competency areas including but not limited to: general activities duties, patient rights, and safety and sanitation
- Maintains professional working relationships with all associates, vendors, etc.
- Maintains confidentiality of all proprietary and/or confidential information
- Must understand and follow company policies including harassment and compliance procedures
- Displays integrity and professionalism by adhering to Life Care's Code of Conduct and completes mandatory Code of Conduct and other appropriate compliance training

Essential Functions

- Must be able to assist in planning, developing, organizing, implementing, and evaluating quality activity programs (includes entertainment, exercise, relaxation, and education)
- Must be able to appropriately and descriptively chart patient progress and behavior
- Must be able to escort patients to and from activities
- Must be able to make regular in-room visits to patients uninterested or unable to participate in group activities
- Must exhibit excellent customer service and a positive attitude towards patients
- Must be able to assist in the evacuation of patients

- Must demonstrate dependable, regular attendance
- Must be able to concentrate and use reasoning skills and good judgment
- Must be able to communicate and function productively on an interdisciplinary team
- Must be able to sit, stand, bend, lift, push, pull, stoop, walk, reach, and move intermittently during working hours
- Must be able to read, write, speak, and understand the English language

We offer competitive pay in a team-oriented environment.

An Equal Opportunity Employer

Experience:

- Healthcare: 1 year (Preferred)

Education:

- High school or equivalent (Required)

Interested in applying? See full details and how to apply [here](#)

Lead Teacher – P.A.C.E. Head Start

LEAD TEACHER

SALARY: \$16.02 – \$21.93 per hour, 40 hrs. per week, 52 weeks per year.

- Must be EEC Lead Teacher qualified with an Associates/Bachelor's degree or enrolled in a program leading to a Bachelor's degree or higher.
- Candidates will be supervised under the direction of the Education Office, and will have responsibility for planning and managing the daily activities of the classroom as well as creating a positive social/emotional environment in accordance with the Pyramid Model.
- Communication with families, home visits, leading parent-

teacher conferences, entering observations in TSG and data into Child Plus are also essential components of this position.

- Valid driver's license required.
- Must be able to pass CORI and DCF background checks.

Low-cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Must e-mail a cover letter with your mailing address, title of position, and resume/application to: hrjobapplications@paceinfo.org or mail the same information to: hrjobapplications@paceinfo.org or mail the same information to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

Deadline to apply: 5:00 p.m., Monday, August 19, 2019.

PAY: \$51,693 – \$64,622

This position is responsible for administrative and technical work associated with New Bedford's Office of Housing and Community Development's rehabilitation programs; use of State Building Codes, Section 8 Minimum Housing Standards, zoning bylaws and other regulations; housing inspections, work write-ups, estimates, specification writing, bidding supervision, contractor supervision and final inspections of work related to housing rehabilitation; familiar with Lead Paint regulations; and all other related work as required.

Graduation from an accredited college or university with a Bachelor's degree in construction management, architecture,

public finance, or closely related field. Previous experience with Community Development and/or HOME Program Programs is highly desirable. Possession of a valid Massachusetts driver's license and good driving record. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Residential Care Staff – M.O. L.I.F.E., Inc (Fairhaven)

Part-time

Join our growing team in enhancing the lives of individuals with developmental disabilities in SouthCoast Massachusetts!

Responsibilities include:

- Work shift – Monday and Tuesday evenings 6pm -10pm, Saturdays, 8am to 4 pm and Sundays 4pm -12:00am.
- Provide individualized care and assist with activities of daily living, including proper maintenance of living area, guiding residents in leisure activities, work day programming, medication administration, meal preparation, housekeeping , and personal hygiene.
- Design and direct flexible individualized and/or group support to assigned consumers as established from ISP and from significant and invited people in consumer's life.
- Involve and assist individuals in Functional Skill Development
- Assist individuals in sound, independent decision-making with emphasis on balancing risks and benefits of those decisions and understanding the potential consequences.
- Build and expand natural and other supports.
- Model appropriate behavior for individuals.
- Comply with and promote the Human rights of developmentally

disabled and brain injured population.

- Provide transportation to appointments, errands and social activities.
- Fulfill progress notes and behavioral data log notes for each individual residing in the program on a daily basis.

MAP CERTIFICATION A PLUS, BUT NOT NECESSARY. MUST BE WILLING TO OBTAIN.

License:

- Driver's License (Required)

Interested in applying? See full details and how to apply [here](#)

Bookseller – Barnes & Noble Dartmouth)

Part-time

As a Bookseller, you are responsible for selling by providing exceptional customer service through our four core service principles. You make the shopping experience interactive and engaging by enthusiastically sharing your knowledge about our products and services and meeting the needs of the customer. You care about and value people and exemplify our core values.

Essential Functions

- Deliver exceptional customer service that ensures sales and high levels of customer satisfaction.
- Execute on the four core service principles: put the book in the customer's hand, offer to order, offer the Member program, and fast cashiering.
- Greet and establish rapport with customers, proactively engaging them in conversations about our products, services and promotions to determine their needs and recommend the right products.
- Ensure all customer transactions are processed accurately and in a timely manner.
- Share knowledge and enthusiasm about all our products,

services, and promotions, providing a personalized experience to multiple customers at the same time.

- Respond to customer's concerns and questions, and secure the sale.
- Drive customer loyalty through successful selling of Memberships, gift cards, Kid's Club and other sales initiatives.
- Communicate specific product needs to managers to ensure the store is stocked appropriately with in-demand titles and customer requests.
- Recover the selling floor during each shift by, gathering and restocking items, straightening bookcases, maintaining tables in the Café, maintaining restroom cleanliness, and performing other store housekeeping tasks.
- Support and promote business development sales and in-store events
- Assist in any area of the store as needed.
- Adhere to all inventory and loss prevention standards.
- Help orient new booksellers, ensuring a smooth acclimation to the store and our bookselling culture.

Qualifications

- Passion for selling
- Strong communication skills
- Spend the majority of time on the selling floor, which requires physical activity (i.e., prolonged standing, repetitive bending, lifting, climbing)
- Availability for early mornings, evenings, weekends and holidays to align with store needs

Interested in applying? See full details and how to apply [here](#)

Bulldozer Operator – Company Confidential (New Bedford)

Full-Time

Operates a wide variety of heavy equipment vehicles that perform the spreading and compaction of construction

demolition, commercial and residential waste disposed at the post collection facilities.

- Operates heavy equipment such as a bulldozer to excavate landfill site, transport solid waste materials and spread and compact layers of waste in compliance with the company operating safety policies and procedures.
- Conducts routine equipment inspections and preventative maintenance on equipment; maintains accurate records.
- Moves and positions materials and finished components with use of material moving equipment.
- Follow appropriate standard operating procedures as guideline for operating and maintaining vehicle.
- Follows all safety policies and procedures.
- Attends and participates in all scheduled training programs, briefings, and meetings required by New Bedford Waste Services, LLC or Manager.
- Performs other job-related duties as assigned.

Experience:

- Relevant: 1 year (Preferred)
- Dozer Operator: 1 year (Preferred)

Interested in applying? See full details and how to apply [here](#)

Retail Sales Associate – AutoZone

Part-Time

Position Summary

AutoZone’s Part-Time Retail Sales Associates drive sales through superior customer service by exceeding customer expectations and providing a WOW! Customer Service experience. While assisting customers, the Retail Sales Associate will perform daily assigned duties and remain compliant with company procedures in accordance to AutoZone expectations by Living the Pledge every day.

Position Responsibilities

- Provides WOW! Customer Service
- Ensures assigned store tasks are completed in a timely manner on assigned shift
- Operates cash registers and follows established cash handling procedures
- Follows company policies and loss prevention procedures
- Maintains a safe working environment including PPE (Personal Protective Equipment)
- Maintains store appearance and merchandising standards as directed
- Ensures that merchandise is restocked and placed in their respective areas
- Utilizes ZNET to help customers locate merchandise or find suitable alternatives
- Maintains product knowledge and current promotions through AutoZone systems and information sources
- Practices GOTTCChA and assists with the installation of wipers blades, batteries and light bulbs
- Utilizes OBDII to read codes from customer's automobiles
- Ability to diagnose automobile problems and recommend solutions
- Communicates with managers regarding customer concerns and employee matters
- Actively engaged in developing more effective customer service skills
- Provides honest and trustworthy advice to customers regarding the best products that fit the customers' expectations

Position Requirements

- High School diploma or equivalent
- Basic knowledge of automotive parts is required
- Excellent communication and decision making skills
- Ability to lift, load, and deliver merchandise
- Ability to work a flexible schedule to meet the business needs, including holidays, evenings and weekend shifts

Interested in applying? See full details and how to apply [here](#)

After School Program Monitor & After School Program Supervisor positions – City of New Bedford

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

PAY: *\$12 – \$14.50/hr*

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

PAY: *\$15.00hr – \$16.00hr*

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack

counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Cashier – Christmas Tree Shops and That! (Dartmouth)

Part-time, Temporary

Christmas Tree Shops is growing and so is our need for more talented associates. We offer a distinctive, fast paced, and dynamic retail environment where you can truly make a difference AND have a very real opportunity to grow your career! If you are looking for a retail growth company that values both its people and its customers, has a winning track record, and an even brighter future, your search is over – you have discovered Christmas Tree Shops!

Specifically we are seeking the following Temporary Part Time positions in the North Dartmouth, MA store:

Cashiers

As a Cashier you will work in a in a high paced environment and you must maintain a calm, professional demeanor while performing your duties in an accurate manner. The Cashier is expected to deliver exceptional customer service and meet sales and productivity goals.

Key Responsibilities:

- Engage customers in a courteous, helpful, and respectful manner, promptly and politely responds to customer inquiries and customer requests for support
- Process customer transactions through the register and customer service desk
- Collect and processes payment from customer and enters into register system (includes applying coupons, providing change

and receipts)

- Package customer purchases for removal from the store (includes wrapping, bagging)
- Ensure all items intended for purchase are identified and properly scanned
- Execute activities related to store initiatives to offer customers additional products and services (e.g., special sale items, credit card applications)
- Return misplaced product, customer returns, and other product gathered in the front-end to the correct location in the store
- Perform additional duties as required including, but not limited to, stocking, freight processing, price changes and cart retrieval

Education/Experience/Qualifications:

- High School diploma or equivalent desired
- 0-1 years of retail experience desired
- Effective communication and customer service skills
- Readily adjusts schedule, tasks, and priorities when necessary to meet business needs

You can apply online or you can also text “jobs” to 47283

Interested in applying? See full details and how to apply [here](#)

Sales Associate – Journeys (Dartmouth)

Part-time, Commission

WHY WORK FOR SHOES?

- We’re committed to our people – we want you to succeed!
- We offer rapid promotions for top performers – we promote from within.
- Tangible results of your hard work reflected in your paycheck... Work Hard- Make Good Money, Work Harder- Make GREAT Money!
- Compensation includes base pay, sales commission, and bonus potential.

- Great Store Environment
- Excellent Benefits
- We are fun, a bit irreverent and encourage you to embrace your individuality.

SALES ASSOCIATE – JOB DESCRIPTION

- Meet and exceed personal sales goal and standards of performance.
- Be aware of store sales goal.
- Provide a fun, full service experience to all customers.
- Complete all point of sale functions as required.
- Complete all assigned tasks and responsibilities promptly.
- Perform all Operational/Loss Prevention procedures accurately according to policies.
- Maintain store appearance and stockroom organization.
- Effectively communicate all store needs to management
- Stay informed of current fashion trends.
- Complete all required training.
- Understand the Journeys culture and demonstrate it to the team.

Requirements

- Prior retail sales experience preferred.
- Ability to multi-task in a fast-paced environment.
- Excellent interpersonal and customer service skills.
- Desire to succeed in fast paced retail environment.
- Willingness to learn.
- Ability to climb, reach, bend, and lift up to 50 pounds.
- Ability to work night and weekend shifts.
- Stand for long periods of time
- Must be at least 16 years of age.

Interested in applying? See full details and how to apply [here](#)

EEC Certified Teacher – KIds Ink (Dartmouth)

12 – \$13 an hour – Part-time

The Teacher is responsible for creating a warm, welcoming and

inviting educational environment for children and families. They are responsible for curriculum implementation at the direction of the Master Teacher and must be able to meet all EEC standards.

Experience:

- Relevant: 1 year (Preferred)
- Childcare: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

License:

- Teaching Certificate (Required)

Benefits:

- Paid time off
- Flexible schedule
- Professional development assistance

This Company Describes Its Culture as:

- Team-oriented – cooperative and collaborative
- Detail-oriented – quality and precision-focused
- Stable – traditional, stable, strong processes

Interested in applying? See full details and how to apply [here](#)

Front Desk Clerk – Airport Mini Storage, Inc (New Bedford)

\$12 an hour – Part-time

Looking for a part-time front desk clerk who will run the day to day operations of a self storage facility. Job requires providing information about storage rates, leasing storage units as well as collecting daily rent. Must be confident on the phone, good computer and math skills. Job requires some light lifting and must be able to walk the site daily check hallways and sweep out units when needed.

Experience:

- Computer Skills: 5 years (Required)
- Front desk: 1 year (Required)
- Math: 1 year (Required)

Language:

- Spanish (Preferred)
- Communication method(s) used:

Phone

- This Job Is Ideal for Someone Who Is:
- Dependable – more reliable than spontaneous
- People-oriented – enjoys interacting with people and working on group projects

This Company Describes Its Culture as:

- Detail-oriented – quality and precision-focused

This Job Is:

- Open to applicants who do not have a high school diploma/GED
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

Interested in applying? See full details and how to apply [here](#)

Behavior Technician – New England ABA (New Bedford)

Immediate Entry Level and Lead ABA positions available in the Greater Boston area, Southcoast Massachusetts, North Shore of Boston and the Merrimack Valley.

Company Overview

New England ABA specializes in-home and community-based ABA therapy and our mission is to change lives, one family at a time.

- Come be a part of life changing success stories like these!
- Client said “I love you Mom” for the first time ever.
- Client went to a drop off birthday party at a trampoline park for the first time.

- Client ate 11 bites using a fork for the first time ever.

What we offer at New England ABA

- Highly competitive hourly rate of \$18-\$26. New England ABA will never lose an amazing candidate over pay rate and will match or exceed competitive offers.
- Paid ABA training that meets Registered Behavior Technician (RBT) requirements
- Tuition reimbursement available for ABA coursework at a school of choice
- Work close to home, no more than a 30 minute commute between clients
- Paid drive time and mileage between clients
- Flexible afternoon schedule, offering a work/life balance
- Career path opportunities
- Pay increases currently offered based on years of service
- Paid accrued sick time
- 401k retirement benefits with a generous employer match, available for eligible employees
- Supervision may be provided for those seeking Board Certified Behavior Analyst (BCBA) hours
- Unique company culture focused on changing lives through client-focused therapy
- Company volunteer opportunities to give back to the communities we serve
- Referral bonus program for all employees
- Behavior Technicians are employees and not independent contractors

Job Summary

- Behavior Technicians at New England ABA work directly with our clients in home and community-based settings.
- Behavior Technicians apply an individualized treatment plan written and supervised by a Board Certified Behavior Analyst (BCBA)/Licensed Applied Behavior Analyst in Massachusetts (LABA).
- Behavior Technicians continuously monitor clients' response

to treatment through data collection methods written and supervised by a BCBA/LABA.

- Sessions typically last two hours in duration and take place between 3pm – 8pm in the client's home and relevant community settings.
- Morning and early afternoon hours are less frequently available.
- The position typically offers between 15-20 hours per week.

Qualifications

- Applicant experience must have a high school diploma and a minimum of one year of experience working with children or adolescents.
- OR a bachelor's degree with 6 months experience working with children or adolescents.

Other Requirements

- Must be able to provide a current driver's license and proof of car insurance.
- Must be available to work weekday shifts between 3pm – 8pm.
- Weekend appointments will be available to interested applicants, depending on availability.
- Employment is subject to a criminal background check.
- Must be 18 years or older.
- Bilingual is a plus.

New England ABA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Interested in applying? See full details and how to apply [here](#)

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City

departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Compliance Officer (Community Relations Specialist) – City of New Bedford

PAY: \$51,693 – \$64,622

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

Informs the PIO, Office of the Chief of Police and Municipal

leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

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

Collaborates with technology staff to write and update content on the district's external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor's degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years' experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

[Employment Opportunities](#)

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Sr. Clerk Typist position – City of New Bedford Fire

Department

PAY: \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

For more information, please visit:

[Employment Opportunities](#)

Data Entry Clerk for the Assessors Office – City of New Bedford

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency

requirement. EEO

Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.

NOW HIRING: Blount Fine Foods to host Job Fair, Sept. 18

Are you looking to work with a growing company? Come see what Blount has to offer you and add some spice to your work life. Join Blount for their on-site Job Fair on September 18, 2019, from 3:00pm-6:00pm at their location at 575 Currant Road, Fall River.

You will have the chance to speak to someone from our recruiting team, meet with supervisors and hear about our competitive benefits package. Many opportunities for machine operators, warehouse associates, food prep individuals, quality control, quality assurance and much more! See what Blount has to offer you!

WHEN:

Wednesday, September 18, 2019 at 3 PM – 6 PM

WHERE:

Blount Fine Foods
630 Currant Rd,
Fall River, Massachusetts 02720

Facebook

Event

Page:

<https://www.facebook.com/events/2414688508855779>.

Facebook: facebook.com/blountfinefoods/

Website: blountfinefoods.com/

About Blount Fine Foods:

Blount Fine Foods offers competitive wages, medical, dental and vision benefits; 401k with Company match and Profit Sharing Plan; Paid time off including vacation, sick time and holidays; Education Assistance Program; Life Insurance and Short Term Disability; Discounts on Blount products at Company retail locations.

Blount Fine Foods is an equal opportunity employer & prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital, & veteran status.

A graphic for a job fair. It features a large orange rectangle with white text. On the left side, there is a small illustration of three carrots. The text reads: "JOB FAIR 9.18" in large, bold, white, sans-serif font; "3-6PM" in a smaller, white, sans-serif font; "575 CURRANT RD FALL RIVER, MA 02720" in a smaller, white, sans-serif font; and "WWW.BLOUNTJOBS.COM" in a smaller, white, sans-serif font at the bottom. The bottom portion of the graphic has a darker red background.

JOB FAIR 9.18
3-6PM
575 CURRANT RD FALL RIVER, MA 02720
WWW.BLOUNTJOBS.COM

The South Coast Hot Jobs List – Sept. 02, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 02, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Job Fair – Riley Brothers

RILEY BROTHERS is hosting a CAREER DAY in NEW BEDFORD!

Come down this Wednesday 9/4/19 (10AM-4PM) to APPLY & INTERVIEW ON THE SAME DAY!

They are HIRING for CDL DRIVERS, EQUIPMENT OPERATORS and LABORERS. If you want a job in construction then COME BUILD YOUR FUTURE WITH US.

These are full time jobs with excellent benefits and room for advancement!

BRING your DRIVERS LICENSE & A GOOD ATTITUDE. Apply in person!

If you can't attend the event you can apply online:

<https://www.rileybrothers.net/careers>

-RILEY BROTHERS

-479 MT. Pleasant St, New Bedford MA

<https://www.facebook.com/events/427070697905303/>

Waitress/Cashier – Horta's Restaurant

Part-time

Looking for an experienced, reliable waitress to work Tuesdays 11am-6pm, Wednesdays 11am-7pm and Thursdays 11am-7:30/8pm. Must be atleast 18 years of age and able to work these hours, text or call 774-704-2696 thanks.

Interested in applying? See full details and how to apply [here](#)

Cashier – Speedee Oil Change & Auto Service (Dartmouth)

The cashier is responsible for establishing and maintaining good customer relations and to accurately complete paperwork required to track and service customers. Performs other duties not directly stated below, as instructed by either the Manager or Assistant Manager.

EMPLOYMENT QUALIFICATIONS

- Commitment to excellence at all levels of service.
- Retail experience, automotive experience helpful.
- Good communication skills, cheerful and friendly.
- Enthusiastic attitude and good work ethic.
- Basic computer and office management skills.
- Clean and neat appearance, good telephone voice.

PRINCIPLE RESPONSIBILITIES & DUTIES

- Works to maintain a team effort of quality customer service.
- Greets the customer.
- Explains the Speedee Franchise Organization preventative maintenance services and pricing structure in order to achieve high customer satisfaction and increased sales.
- Bills out the customer.
- Obtains any technical information from manager or tune-up technicians in response to questions from customers.
- Presents all promotional materials to customers.
- Maintains marketing programs as directed by manager.
- Maintains spotless customer service/office area.
- Maintains customer restroom.
- Answers telephone in an approved manner.
- Greets and writes up work orders for customers when business trends dictate the need.
- Conforms to the standards and procedures prescribed by the Speedee Franchise Organization Daily Operations Manual and other manuals.
- Maintains appointment scheduler.

Technical

- Attends all training sessions provided, applicable to his/her career and position requirements.
- Completes and maintains work orders in a systematic way.
- Maintains operations of office computer system and daily cash receipts.

PERFORMANCE STANDARDS

- Cleanliness of customer/office/lobby area.
- Minimum over and shorts.

- Handling of customers.
- Seeks training over and above job requirements.
- Attends all scheduled store meetings.

Interested in applying? See full details and how to apply [here](#)

Lead Teacher – P.A.C.E. Head Start

LEAD TEACHER

SALARY: \$16.02 – \$21.93 per hour, 40 hrs. per week, 52 weeks per year.

- Must be EEC Lead Teacher qualified with an Associates/Bachelor's degree or enrolled in a program leading to a Bachelor's degree or higher.
- Candidates will be supervised under the direction of the Education Office, and will have responsibility for planning and managing the daily activities of the classroom as well as creating a positive social/emotional environment in accordance with the Pyramid Model.
- Communication with families, home visits, leading parent-teacher conferences, entering observations in TSG and data into Child Plus are also essential components of this position.
- Valid driver's license required.
- Must be able to pass CORI and DCF background checks.

Low-cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Must e-mail a cover letter with your mailing address, title of position, and resume/application to: hrjobapplications@paceinfo.org or mail the same information to: hrjobapplications@paceinfo.org or mail the same

information to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

Deadline to apply: 5:00 p.m., Monday, August 19, 2019.

PAY: \$51,693 – \$64,622

This position is responsible for administrative and technical work associated with New Bedford's Office of Housing and Community Development's rehabilitation programs; use of State Building Codes, Section 8 Minimum Housing Standards, zoning bylaws and other regulations; housing inspections, work write-ups, estimates, specification writing, bidding supervision, contractor supervision and final inspections of work related to housing rehabilitation; familiar with Lead Paint regulations; and all other related work as required.

Graduation from an accredited college or university with a Bachelor's degree in construction management, architecture, public finance, or closely related field. Previous experience with Community Development and/or HOME Program Programs is highly desirable. Possession of a valid Massachusetts driver's license and good driving record. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

**Teacher's Assistant – Associates for Human Services, Inc.
(Taunton)**

Part-Time, Approximately 14 hours weekly

Tuesday – 8:30am-12pm

Wednesday – 8:30am – 12pm

Thursday – 8:30am – 12pm

Friday – 8:30am – 12pm

- Before early child playgroup, set up all materials needed for group during collaboration with staff.
- Work with staff in implementation of activities and objectives for children in each child group and participate in documentation of observation after group. This may include leading the group should senior staff not be present.
- Set up classroom with materials needed by staff (including art and snack supplies). Change diapers during class, as needed.
- Assist in getting snack, and during art and circle supplies
- After group session, replace all materials. Disinfect water table, chairs, table, and any other materials handled by the children. Wash and dry dishes and utensils and return to storage. (All materials should be returned to appropriate place – windowsills should be cleared.) Vacuum floor (wash if needed).
- Set up classroom for the next session.

Associates for Human Services, Inc. (AHS) is a not-for-profit agency founded 44 years ago, to meet a wide range of human services needs in Attleboro, Brockton, Fall River, New Bedford, Norton and the Greater Taunton Area (Taunton, Raynham, Dighton, Rehoboth, Lakeville, Middleboro, Seekonk, Berkley). Support services are provided, through a variety of programs for infants, toddlers, youth, adults, and seniors experiencing developmental disabilities or delays, and families struggling economically.

AHS also helps to bridge businesses and education, empowering youth to succeed, thus strengthening tomorrow's workforce. Mail, email or fax resume and cover letter to, AHS, 68 Allison Avenue, Taunton, MA 02780, (508) 880-2425 fax. All qualified applicants will receive consideration for employment without

regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Experience:

- Infant/toddler: 1 year (Required)

Education:

- High school or equivalent (Required)

Interested in applying? See full details and how to apply [here](#)

Wine Consultant – Wines & More (Wareham)

Part-time

Are you looking for a competitive hourly wage and the chance to get paid while widening your wine knowledge?

Wines & More is currently hiring Part-time Wine Consultants. Wine Consultants will work closely with the Wine Manager to execute projects associated with maintaining MA's largest and most extensive wine department. Wine Consultant position is a customer service oriented position with the additional responsibility of inventory maintenance. Candidates must possess a positive attitude towards customer service and harbor a personal interest in wine. Please note it is not necessary for candidates to have extensive pre-existing wine knowledge, however basic knowledge of grapes and wine regions preferred. Sales and service skills, work ethic, and attitude are more important. However, special consideration will be given to those candidates with the strong academic foundation in wine.

Job Specifications:

- Recommend and sell wines and other beverages to customers
- Maintain proper inventory quantities on the sales floor
- Assist the Wine Manager with teaching educational wine seminars to the public

- Promote, setup, and administer in store wine tastings
- Maintain the appearance and salability of the wine department.
- Must have outstanding customer service skills and be a team player
- Maintain standards set forward by company
- Possess good communication skills
- Must have availability to work nights, weekends and holidays
- Ability to repetitively lift objects weighing up to 45 lbs
- Adhere to company dress code and main professional appearance at all times
- Positive attitude, self motivated, polite, energetic and is a willing learner

Experience:

- Relevant: 3 years (Required)

Additional Compensation:

- Store Discounts

This Company Describes Its Culture as:

- People-oriented – supportive and fairness-focused
- Team-oriented – cooperative and collaborative

Interested in applying? See full details and how to apply [here](#)

Bulldozer Operator – Company Confidential (New Bedford)

Full-Time

Operates a wide variety of heavy equipment vehicles that perform the spreading and compaction of construction demolition, commercial and residential waste disposed at the post collection facilities.

- Operates heavy equipment such as a bulldozer to excavate landfill site, transport solid waste materials and spread and compact layers of waste in compliance with the company operations safety policies and procedures.

- Conducts routine equipment inspections and preventative maintenance on equipment; maintains accurate records.
- Moves and positions materials and finished components with use of material moving equipment.
- Follow appropriate standard operating procedures as guideline for operating and maintaining vehicle.
- Follows all safety policies and procedures.
- Attends and participates in all scheduled training programs, briefings, and meetings required by New Bedford Waste Services, LLC or Manager.
- Performs other job-related duties as assigned.

Experience:

- Relevant: 1 year (Preferred)
- Dozer Operator: 1 year (Preferred)

Interested in applying? See full details and how to apply [here](#)

Dog Daycare Attendant – Jillian’s Pooch Paradise (Raynham)

Part-Time

We are looking for Daycare/Boarding attendants. Applicants must be 18+, experience is not required but is preferred, weekend availability is a must. Please call 774-218-8717 for more details.

Interested in applying? See full details and how to apply [here](#)

Data Entry Clerk for the Assessors Office – City of New Bedford

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department’s database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time

to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Cashier – Christmas Tree Shops and That! (Dartmouth)

Part-time, Temporary

Christmas Tree Shops is growing and so is our need for more talented associates. We offer a distinctive, fast paced, and dynamic retail environment where you can truly make a difference AND have a very real opportunity to grow your career! If you are looking for a retail growth company that values both its people and its customers, has a winning track record, and an even brighter future, your search is over – you have discovered Christmas Tree Shops!

Specifically we are seeking the following Temporary Part Time

positions in the North Dartmouth, MA store:

Cashiers

As a Cashier you will work in a in a high paced environment and you must maintain a calm, professional demeanor while performing your duties in an accurate manner. The Cashier is expected to deliver exceptional customer service and meet sales and productivity goals.

Key Responsibilities:

- Engage customers in a courteous, helpful, and respectful manner, promptly and politely responds to customer inquiries and customer requests for support
- Process customer transactions through the register and customer service desk
- Collect and processes payment from customer and enters into register system (includes applying coupons, providing change and receipts)
- Package customer purchases for removal from the store (includes wrapping, bagging)
- Ensure all items intended for purchase are identified and properly scanned
- Execute activities related to store initiatives to offer customers additional products and services (e.g., special sale items, credit card applications)
- Return misplaced product, customer returns, and other product gathered in the front-end to the correct location in the store
- Perform additional duties as required including, but not limited to, stocking, freight processing, price changes and cart retrieval

Education/Experience/Qualifications:

- High School diploma or equivalent desired
- 0-1 years of retail experience desired
- Effective communication and customer service skills
- Readily adjusts schedule, tasks, and priorities when necessary to meet business needs

You can apply online or you can also text “jobs” to 47283

Interested in applying? See full details and how to apply [here](#)

Warehouse/Retail Inventory Associate -RGIS

\$13 an hour – Part-time

Here at RGIS you count! Businesses make critical decisions based on their inventories and rely on RGIS to ensure that they are done accurately and professionally. As a part of the RGIS Team, you're an important part of the decision making process. By contributing to reliable inventory counts, you help our customers make better decisions to support the needs of their customers!

Your day-to-day:

- Counting is a very active job – you'll be bending, kneeling and climbing ladders; so you're either on your feet or knees the entire inventory.
- When counting, you can use a finger scanner to scan each item's barcode, which sends the information to a portable device at your waist, or use the device itself as a handheld scanner instead. Be prepared to do repetitive actions.
- Accuracy is everything! You have an eagle eye for detail and pride yourself in making sure everything is correct.
- Efficiency is everything! I know, I know...we just said accuracy is everything but speed and accuracy go hand in hand when you're a Retail Warehouse/Inventory Associate.
- Location, location, location. You will never get bored with going to the same location over and over again. From a grocery or dollar variety retail store around the corner to a warehouse a couple hours away, you'll likely be at a new place just about every time you're scheduled to work.
- Starting on time is critical to a successful inventory so we are looking for reliable people that can get to the inventories on time and as scheduled.
- Safety first! At RGIS it is in our DNA and we are committed

to providing associates safe work environments along the way, at every location, and on the way back.

- We provide you with an RGIS shirt, as well as guidelines on clothing and proper footwear that you're required to wear. Think of it as showing pride for your favorite team.

Why RGIS?

- Opportunities for pay increases after just 5 inventories
- Supervisor and management opportunities
- On-the-job paid training
- Referral bonuses. If you want to earn an extra \$500, refer five people after your hired and after they work ten live events, you get the \$\$\$.
- Employee Assistance Program (EAP)
- Employee-paid health insurance available at group rates
- Discounted prices at movie theaters, theme parks and more

What you bring to the Team:

- At least 18 years of age; no experience needed
- Access to reliable transportation
- Strong work ethic with the ability to focus in a team-oriented and fast-paced environment
- Ability to work flexible schedules with varying hours
- Ability to, with or without reasonable accommodation, frequently squat, kneel, bend, climb ladders and reach, as well as stand for up to 10-12 hours

At RGIS, we value ethics, positive attitude, and safety in workplaces. We are passionate about our people, technology, and process because when you succeed, we succeed. Interested? Apply today!

RGIS is an Equal Opportunity Employer, committed to a diverse and inclusive work environment

#cb

Interested in applying? See full details and how to apply [here](#)

Bookseller – Barnes & Noble (Dartmouth)

Part-Time

As a Bookseller, you are responsible for selling by providing exceptional customer service through our four core service principles. You make the shopping experience interactive and engaging by enthusiastically sharing your knowledge about our products and services and meeting the needs of the customer. You care about and value people and exemplify our core values.

Essential Functions

- Deliver exceptional customer service that ensures sales and high levels of customer satisfaction.
- Execute on the four core service principles: put the book in the customer's hand, offer to order, offer the Member program, and fast cashiering.
- Greet and establish rapport with customers, proactively engaging them in conversations about our products, services and promotions to determine their needs and recommend the right products.
- Ensure all customer transactions are processed accurately and in a timely manner.
- Share knowledge and enthusiasm about all our products, services, and promotions, providing a personalized experience to multiple customers at the same time.
- Respond to customer's concerns and questions, and secure the sale.
- Drive customer loyalty through successful selling of Memberships, gift cards, Kid's Club and other sales initiatives.
- Communicate specific product needs to managers to ensure the store is stocked appropriately with in-demand titles and customer requests.
- Recover the selling floor during each shift by, gathering and restocking items, straightening bookcases, maintaining tables in the Café, maintaining restroom cleanliness, and

performing other store housekeeping tasks.

- Support and promote business development sales and in-store events
- Assist in any area of the store as needed.
- Adhere to all inventory and loss prevention standards.
- Help orient new booksellers, ensuring a smooth acclimation to the store and our bookselling culture.

Qualifications

- Passion for selling
- Strong communication skills
- Spend the majority of time on the selling floor, which requires physical activity (i.e., prolonged standing, repetitive bending, lifting, climbing)
- Availability for early mornings, evenings, weekends and holidays to align with store needs

Interested in applying? See full details and how to apply [here](#)

Front Desk Clerk – Airport Mini Storage, Inc (New Bedford)

\$12 an hour – Part-time

Looking for a part-time front desk clerk who will run the day to day operations of a self storage facility. Job requires providing information about storage rates, leasing storage units as well as collecting daily rent. Must be confident on the phone, good computer and math skills. Job requires some light lifting and must be able to walk the site daily check hallways and sweep out units when needed.

Experience:

- Computer Skills: 5 years (Required)
- Front desk: 1 year (Required)
- Math: 1 year (Required)

Language:

- Spanish (Preferred)
- Communication method(s) used:

Phone

- This Job Is Ideal for Someone Who Is:
- Dependable – more reliable than spontaneous
- People-oriented – enjoys interacting with people and working on group projects

This Company Describes Its Culture as:

- Detail-oriented – quality and precision-focused

This Job Is:

- Open to applicants who do not have a high school diploma/GED
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

Interested in applying? See full details and how to apply [here](#)

Dog Walker/Pet Sitter – Harmonious Hounds (New Bedford)

Harmonious Hounds is hiring! We are an established and well-loved dog training, pet sitting, and dog walking company, and are seeking exceptional caregivers to add to our great staff.

Days & Hours:

- As-needed, M-F early mornings and late nights (7-9 a.m. & 7-9 p.m.)
- As-Needed Saturdays and Sundays (anytime from 7 a.m.-9 p.m.)

There is also potential for this hire to serve as back-up relief for daily dog walkers, if the applicant's schedule allows for daytime availability.

Visits are for drop-in care at each client's home and range anywhere from 10 to 45 minutes of service, booked 2-4 times per day. Occasional overnights will also be available for staff that successfully complete their probationary period.

Competitive compensation per visit. Service Area includes: New Bedford, Westport, Dartmouth, Mattapoisett, Rochester, Marion, Fairhaven, Acushnet, Berkley

Please note: This is a very part-time job to start (1-10 visits per week). More visits available as business increases.

Requirements:

- You are 21+
- You live in or near our service area (10 mile radius of New Bedford)
- You have a reliable car, a valid drivers license, and a clean driving record.
- You have a smart phone with internet access, GPS, email, and text & check messages daily.
- You are comfortable driving and working in inclement weather.
- You can lift and carry fifty (50) pounds
- You LOVE animals.
- You feel comfortable walking both BIG and small dogs, as well as working with a variety of species (cats, horses, chickens, pocket pets).
- You can work with us for at least the next six months. The pets and their owners will want to develop a long-term relationship with you.
- You are available for the days/hours listed above.
- You are comfortable with a widely fluctuating schedule that can include only 1-2 visits per shift and varies from week to week
- You can easily pass a criminal/background check.

Our optimal candidates will be looking for a very part-time job – past hires include college students or those looking for hands-on animal care experience. Preference will be given to those with animal experience, but we are willing to train. We are looking to hire an employee, NOT an independent contractor. Competitors need not apply. Please no, calls regarding the position – initial inquiries will only be accepted via email.

In your cover letter, please include the days/hours you are available and your location.

Experience:

- Relevant: 1 year (Preferred)

Interested in applying? See full details and how to apply [here](#)

After School Program Monitor & After School Program Supervisor positions – City of New Bedford**CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR****PAY:** \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR**PAY:** \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such

as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Compliance Officer (Community Relations Specialist) – City of New Bedford

PAY: \$51,693 – \$64,622

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

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

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

Collaborates with technology staff to write and update content on the district’s external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor’s degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years’ experience in the public relations/communications/marketing field at varied levels and

with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

[Employment Opportunities](#)

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Garage Attendant – City of New Bedford

PAY: \$13.99hr – \$18.51hr

Maintains and performs minor repairs of all City vehicles. Road calls for flat tires, dead batteries and lockouts. Pumps gas and diesel fuel into cars, trucks and other municipal vehicles; records fuel and other parts and supplies used, picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, maintains cleanliness of work area.

Must have valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

Interested in applying? See full details and how to apply

[here.](#)

Sr. Clerk Typist position – City of New Bedford Fire Department

PAY: \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

For more information, please visit:

[Employment Opportunities](#)

Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.

Riley Brothers is hosting a career day / hiring event in New Bedford on Sept. 4th

RILEY BROTHERS is hosting a CAREER DAY in NEW BEDFORD!

Come down this Wednesday 9/4/19 (10AM-4PM) to APPLY & INTERVIEW ON THE SAME DAY!

They are HIRING for CDL DRIVERS, EQUIPMENT OPERATORS and LABORERS. If you want a job in construction then COME BUILD YOUR FUTURE WITH US.

These are full time jobs with excellent benefits and room for advancement!

BRING your DRIVERS LICENSE & A GOOD ATTITUDE. Apply in person!
If you can't attend the event you can apply online:
<https://www.rileybrothers.net/careers>

-RILEY BROTHERS

-479 MT. Pleasant St, New Bedford MA

<https://www.facebook.com/events/427070697905303/>