

The South Coast Hot Jobs List

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by
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The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings. To solve this, each week New Bedford Guide will be working with the New Directions Southcoast (also known as the Greater New Bedford Career Center) and pulling jobs from our **jobs database** to inform job seekers about the hottest jobs in the area. We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents article**. Unless noted otherwise, those interested in these positions or want more information should go to the Greater New Bedford Career Center at 618 Acushnet Avenue. Be sure to also check out our Job Portal to find jobs by location on a map: http://www.newbedfordguide.com/map-page#pm_jobs_tab.

If there is not a link to applying for one of the jobs listed, contact Sharon Martin, Business Services Representative at 508-990-4115 or feel free to stop by the Greater New Bedford Career Center. These positions are posted on mass.gov/jobquest.

Here are the Hot Jobs from the Greater New Bedford Career

Center as of June, 13th, 2013:



1. **Production Planner #2527728** – Format job bags for new orders and orders w/changes, identifying key areas concerning further production using sales order/contract/previous orders and quotations. Applicant must have one or more years of experience. High School Diploma or Equivalent required. Basic computer knowledge and typing skills are required. Applicant must also have strong math skills and detailed oriented. Prior manufacturing experience is helpful.

2. **Graphic Artist #2527717** – Review contract requirements for graphics and dimensions to be used on finished product and use computer software to generate graphics to those requirements. Two years' experience, Macintosh PC software. Must be knowledgeable in Photoshop and Illustrator, other graphic software helpful. High School diploma or equivalent.

3. **Maintenance Mechanic #2527688** – Experienced maintenance mechanic wanted for food manufacturing facility. Core duties include maintenance and repair of manufacturing equipment and building equipment. Mechanical, maintenance electrical, plumbing, HVAC, hydraulics and pneumatics knowledge are desired attributes. Shift is Thursday, Friday, Saturday and every other Sunday 6:00pm to 6:00am. Shift differential is available.

4. Maintenance Supervisor #2518173 – Maintenance Supervisor needed for a local manufacturer. Responsible for installation and repair of all machinery and equipment, including mechanical, electronic and hydraulic components. Previous supervisor experience required and knowledge of computerized maintenance management system (Antero system).

5. Library Assistant I #2508754 – Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. Must be available some nights and Saturdays. Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures.

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

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

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

High school diploma or GED required. Two years of college or appropriate public library experience with an automated

library system preferred. Individual must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attentive to detail, good judgment, good physical condition, ability to type at least twenty words per minute. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision. Establishes and maintains harmonious working relationships with others. Ability to speak Spanish desirable. The City of New Bedford has a Residency Requirement.

6. Service Desk Associate #2538534 – Details: Provides “World Class” Member Service by surprising and delighting our members every day. Performs daily responsibilities including, but not limited to: assisting customers, register operations, answering the phone, making P.A. announcements and completing business service transactions.

- Ensures customer care and selling are #1 priority
- Maintains a clean work area and replenishes required supplies
- Monitors security alarms on front doors and logs all incidents in the Electronic Article Surveillance (EAS)

7. Driver (part-time) #2518131 – Automobile parts delivery person needed ASAP. No experience necessary, but must know the Fairhaven and New Bedford area. Must be available to work every other Saturday and the week you work the Saturday you will be working 32 hrs. CORI and drug test performed.

8. Administrative Assistant/Accounts Payable #2342310 – Greeting customers, in person or on the telephone. Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.

Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies

and documentation; insuring credit is received for outstanding memos; issuing stop-payments.

Pays employees by receiving and verifying expense reports and requests for advances; preparing checks. Maintains accounting ledgers by verifying and posting account transactions. Verifies vendor accounts by reconciling monthly statements and related transactions. Disburses petty cash by recording entry; verifying documentation. Reports sales taxes by calculating requirements on paid invoices. Protects organization's value by keeping information confidential. Must work well with others. Employer looking to fill position ASAP.

Here are some jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**:

1. Teller at Citizens Financial Group – Responsibilities
Accurately conducts all credit and debit transactions in compliance with established bank policies and procedures. Full details and application process **here**.

2. Assistant Principal at Gomes Elementary School in New Bedford – Minimum of five years of successful teaching experience at the elementary level two of which may have been as an Assistant Principal or a similar administrative position. Full details and application process **here**.

3. Graphic Design at Semper – Production Artist needed immediately at South Shore print facility. Full details and application process **here**.

4. General Manager at U-Haul – Profitably manage a U-HAUL® center according to company policies and procedures. Full details and application process **here**.

5. Executive Director, Women's Fund of Community Foundation of Southeastern Massachusetts. Full details and application process **here**.

6. Assistant Manager at Rent-A-Center. Full details and application process **[here](#)**.

Don't see a job that interests you? There are over 8,000 jobs within 50 miles of New Bedford on our Map Portal.