

# The South Coast Hot Jobs List

## – 14 May 2013



by  
Michael  
Silvia

The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings. To solve this, each week New Bedford Guide will be working with the New Directions Southcoast (also known as the Greater New Bedford Career Center) 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](http://www.newbedfordguide.com/map-page#pm_jobs_tab).

Interested in any of the positions listed below, please 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](http://mass.gov/jobquest).

Here are the Hot Jobs as of May, 14th, 2013:



**1. Industrial Sewing Machine Operators #2352086** – Industrial Sewing machine/Stitcher. Temporary and Permanent Contract.

**2. Outreach & Organizing Interns #2342392** – This position begins June 1, 2013 – August 30, 2013. There are 30 positions available. Hours are flexible, mostly evenings and weekends. Internship Description:

The primary focus of the SouthCoast Energy Challenge Outreach & Organizing Interns will be community engagement through canvassing and tabling at events, to spread awareness and increase participation in the Challenge. Interns will work closely with the Program Coordinators to organize and promote the Challenge in 27 towns. Some of the work will be in the Dartmouth Town Hall office, but predominantly, the Organizing Team will be working in the community at large. We are seeking high school senior aged or older applicants for these positions, and request a one-semester commitment with the possibility of staying on into the Fall of 2013.

**3. Maintenance (part-time) #2342376** – Drive mall sweeper, pull mall trash. Must have clean driving record. Must pass drug and background screen.

**4. Administrative Assistant #2342310** – This position is Temporary and could lead to Permanent.

- 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

**5. Seafood Clerk #2342331** – Serving customers, cleaning fish, knowledge of seafood helpful, but not necessary. Must have great customer service skills and be dependable.

**6. Counter Help #2342338** – Must have great customer service skills as you will be assisting customers on a daily basis.

**7. Maintenance #2342317** – Entry level building maintenance person need for a seafood processing plant. MUST be able to work in a fast paced environment under minimum supervision. Should have all around handy person skill set.

**8. Office Assistant #2360794** – Part time position that could lead to full time. Medical supply and medical practice company looking for a person with pleasant telephone personality to speak with patients (to book appointments) and MD office (to get prescriptions.) Should be comfortable in making phone calls, talking to patients and physicians. Knowledge of MS office suite is necessary. Medical knowledge a PLUS.

**9. Customer Service Representative #2373133** – Service Auto and Home Insurance Policies to Clients. Portuguese speaking required.

**10. Home Health Aide #2373167** – Assist with activities of daily living, light housekeeping. Must have a valid Driver's License, reliable vehicle, valid auto insurance, and reliable cell phone. Completion of 75 hour training program for HHA. Home Health Aide/CNA. Valid Driver's License. English Proficiency a must. Full time/Part time available.