

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.



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

1. Oil Change Technician #4621784

Experienced oil change technician needed full time. Dependability and reliability is a must.

2. Supervisors #4609847

Class B license/DPU is required to occasionally fill-in as a school bus driver. Intermediate to Proficient computer skills in Billing, Quickbooks, Microsoft Office (Excel and Word) are required.

Plan the work of staff. Consider staff strengths, work requirements, and deadlines when assigning tasks. Observe and oversee staff to ensure quality and completion of work on schedule. May help with work output to meet deadlines.

3. Office Clerk #4609849

Class B license/DPU is required to occasionally fill-in as a school bus driver. Intermediate computer skills in Microsoft Office (Excel and Word) are required. In addition, at least 40 wpm and letter writing skills are needed. Sort and file records of office activities. Type letters and documents using computers. May transcribe letters from notes. Operate office machines such as copiers, fax machines, and computers.

4. Bookkeeper #4609853

Part time experienced Bookkeeper needed for busy office. Position may lead to full time. Work schedule and hourly rate will be discussed at interview. Strong customer service skills are required and be reliable.

5. Dispatcher #4609842

Class B license/DPU is required to occasionally fill-in as a school bus driver. Intermediate computer skills in Microsoft Office (Excel and Word) are required. In addition, at least 40 wpm and letter writing skills are needed. Receive incoming calls and question callers to find out what the problem is. Determine the response needed for the situation. Dispatch appropriate personnel or equipment.

6. School Bus Monitors #4609841

Bus Monitors, must pass a CORI and SORI check, part-time, speak and read English, No computer skills needed. 25-30 hrs per week. Must be reliable, with own transportation to Westport. Must be able to work split shifts. Need to have a good work history.

7. School Bus Drivers #4609840

School Bus Driver, must be able to pass a CORI and SORI check. 25 – 30 hours weekly, Must have CDL and passenger and school bus endorsement. Transporting students to and from school. Transporting them to and from field trips and sporting events. Must be able to read and use maps or map quest is the only computer skills needed. Please apply direct and no calls. Work schedule and hours vary.

8. After School Program Supervisor #4609780

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. 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 10-15 children.

9. Program Monitor #4609779

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Leads other in recreational activities and supervises all programs and other recreational activities within the recreation center, and at parks and community sites.

10. Laborer/Light Construction #4621853

Looking for a reliable and dependable person with some construction background. Pool experience would be a benefit. MUST have a valid driver's license and transportation.

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

1. Cook (part – time) – Sippican School (Marion)

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

2. Inventory Admin/ Manager (New Bedford)

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

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

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

4. Server – All Friends Catering and BBQ

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

5. Full Time Lecturer-Computer & Information Science – University of Massachusetts Dartmouth

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

6. Part-Time Nanny/ Housekeeper Needed For 3 Children In South Dartmouth

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

7. Wellness Coach – MediFit (Fairhaven)

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

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).
