

The South Coast Hot Jobs List

– 20 September 2013

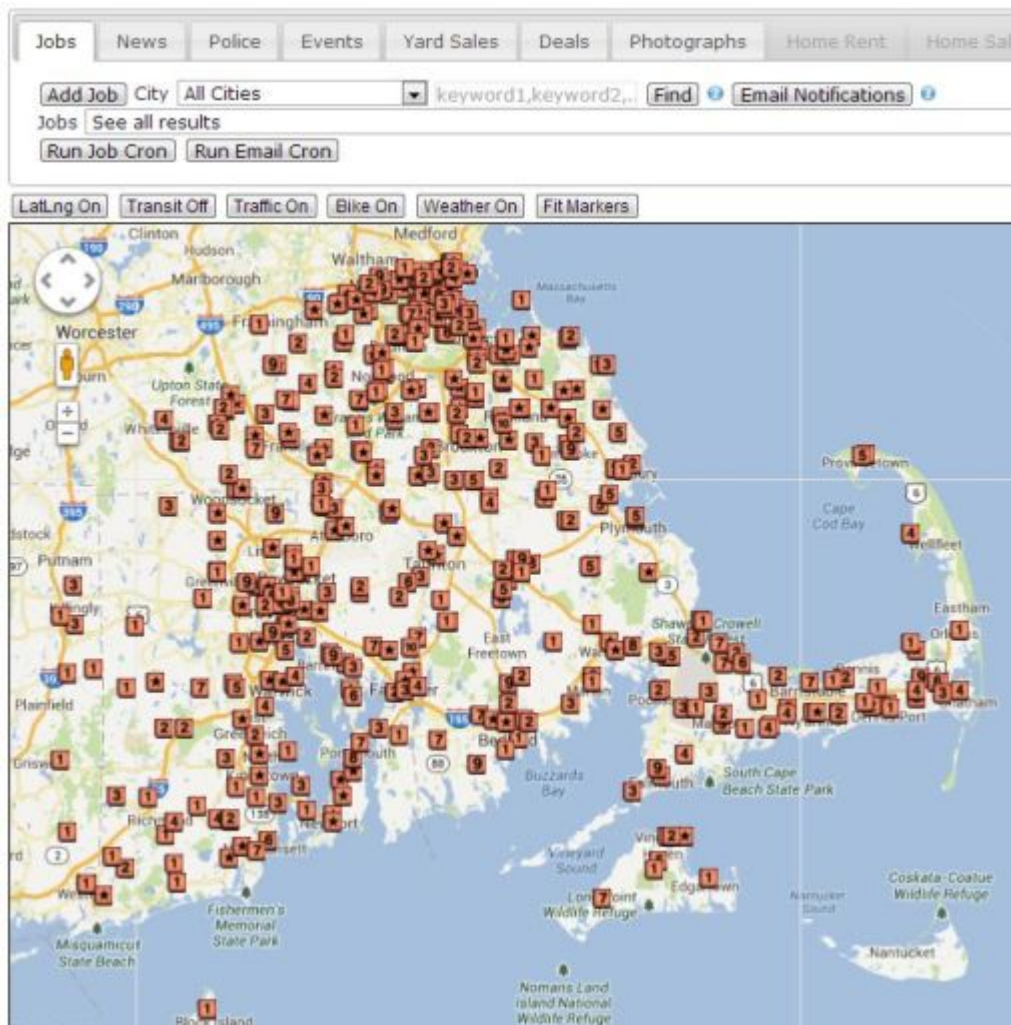


by
Michael
Silvia

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) 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. Want to get e-mail notifications for new jobs? Checkout our **e-mail subscription service**.

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 September, 20th, 2013:

1. Administrative Assistant to Board of Assessors #3019415 –

There shall be an administrative assistant to the board of assessors who shall have charge and control of the assessing department, shall be devoted to the duties of the department and shall have all the powers and perform all the duties of assessors of cities in accordance and in compliance with Massachusetts General Laws, except as otherwise provided herein, and in addition shall:

- Coordinate, administer and supervise all non-elected employees in the Assessing Department in the provision of all services and activities of such department. The Administrative Assistant shall be a resident of the City

of New Bedford, appointed by the mayor, with the approval of the city counsel, for a term of (5) years.

- Education and Experience: Graduation from a college or university with a Bachelor's degree in accounting, finance, business or public administration, economics, statistics, real estate, computer science, engineering or mathematics, and
- Five (5) years of paid, full-time experience in the public or private sector where the primary task involved the assessment or appraisal of real property, two years of which were in mass appraisal or assessment administration; or
- The possession of any one or more of the following certificates or memberships may be substituted for the Bachelor's degree requirement: Certified Massachusetts Assessor (CMA), Certified Appraisal Evaluator (CAE), designated member of Society of Real Estate Appraisers (SREA), designated member of the American Institute of Real Estate Appraisers, or any other professional designations which qualify a candidate to perform the duties of Administrative Assistant.

2. Seamstress #3023966 – Experienced sewer, curtain and soft furnishing experience preferred. Extreme eye for detail and precision. Much of the work is at the cutting/assembling table. Tasks include using industrial straight stitch, overlock, blind hemmer and walking foot machines. Dexterous hand-sewing called for frequently. Years Of Experience: 3

3. Driver/Laborer #3023983 – Part time and possible full time Driver / Laborer Must have a perfect driving record, some heavy lifting involved.

Clear criminal record able to follow a GPS driving a medium size truck. Great opportunity for a growing Masonry construction company.

4. Apprentice Sign Installer #3023991 – Poyant Signs is seeking an apprentice sign installer. If you are motivated

take pride in your work and willing to learn...we need you. Work with a well-established company with a reputation for quality workmanship and great customer service since 1938.

Qualifications Required: Sign experience is preferred and the ability to work at various heights. Some knowledge of electrical wiring and basic carpentry. Metal Fabrication and welding is a plus. Must be willing to travel when needed. Out of town and overnights required depending on location. Pre-employment drug screening and background check required.

Benefits include health, dental, 401K and vacation. Competitive salary based on experience. High School Diploma Required or GED.

5. Home Care Manager #3024016 – Reporting to the Director of Homecare, the Homecare Manager will provide operational oversight and professional supervision to the Case Managers and Case Management function, within the Home Care Department. The Homecare Manager is responsible to supervise Case Management staff; approve and monitor service plans; and initiate and implement protocols and procedures assuring compliance with contract regulations while collaborating with all departments and staff. Bachelor's Degree and LICSW required; Master's Degree in Social Work preferred. A minimum of 3-5 years relevant experience in human services and/or case management required.

6. CDL Class A Drivers #3034851 – CDL Class A Drivers needed New Bedford, MA.

7. Sales & Marketing Representative #3040913 – Looking for a sales driven individual with a personal vehicle and licensed to inquire prosperous customers. Able to use the computer proficiently.

8. Screen Printer #3040917 – Looking for a dedicated hard working individual with screen printing background or willing to learn.

9. Finishing Inspector #3040943 – Manufacturing end of line Finishing inspection or rubber products. Responsible for reading specifications on work orders. Performs daily duties as requested by shift supervisor/management per ISO9001 standards. General computer skills and proven problem solving skills in manufacturing environment a plus.

10. Secretary #2913657 – Position is located in Bourne, MA. Bachelor's degree preferred and 2 years' experience in human services

JOB SUMMARY: The primary role of the Secretary is to assist DYS Casework Staff in managing the various clerical functions associated with the case management function and supporting the District Office. This includes processing and maintaining documentation of costs associated with client activities, and assisting the Site Support Specialist in scheduling and maintaining accurate invoices associated with activities and events. The Secretary will act as a telephone and in-person receptionist for the site. Managing clerical workload at the District Office

- Answering the District office telephone
- Greeting visitors
- Typing of reports
- Entering data into the JJEMS (client online data and record keeping system)
- Reporting any building maintenance needs to the Provider Director of Community Services
- Assisting in the coordination of events at the center
- Scheduling activities of the office, i.e. events and meetings
- Collecting reports such as electronic monitoring reports for review
- Creating documents using WORD, EXCEL, Power Point
- Other assigned tasks as needed by the DYS District Manager.

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

1. Science Teacher – Global Learning Charter Public School. Full details and application process **here**.

2. Full-Time Teller – Sovereign Bank. Full details and application process **here**.

3. Long Term Substitute, Kindergarten Teacher. Full details and application process **here**.

4. After School Coaches – Westport Middle School. Full details and application process **here**.

5. Store Manager – PICK-n-PULL. Full details and application process **here**.

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**. Want to get e-mail notifications for new jobs? Checkout our **e-mail subscription service**.