

The South Coast Hot Jobs List

– 23 November 2013

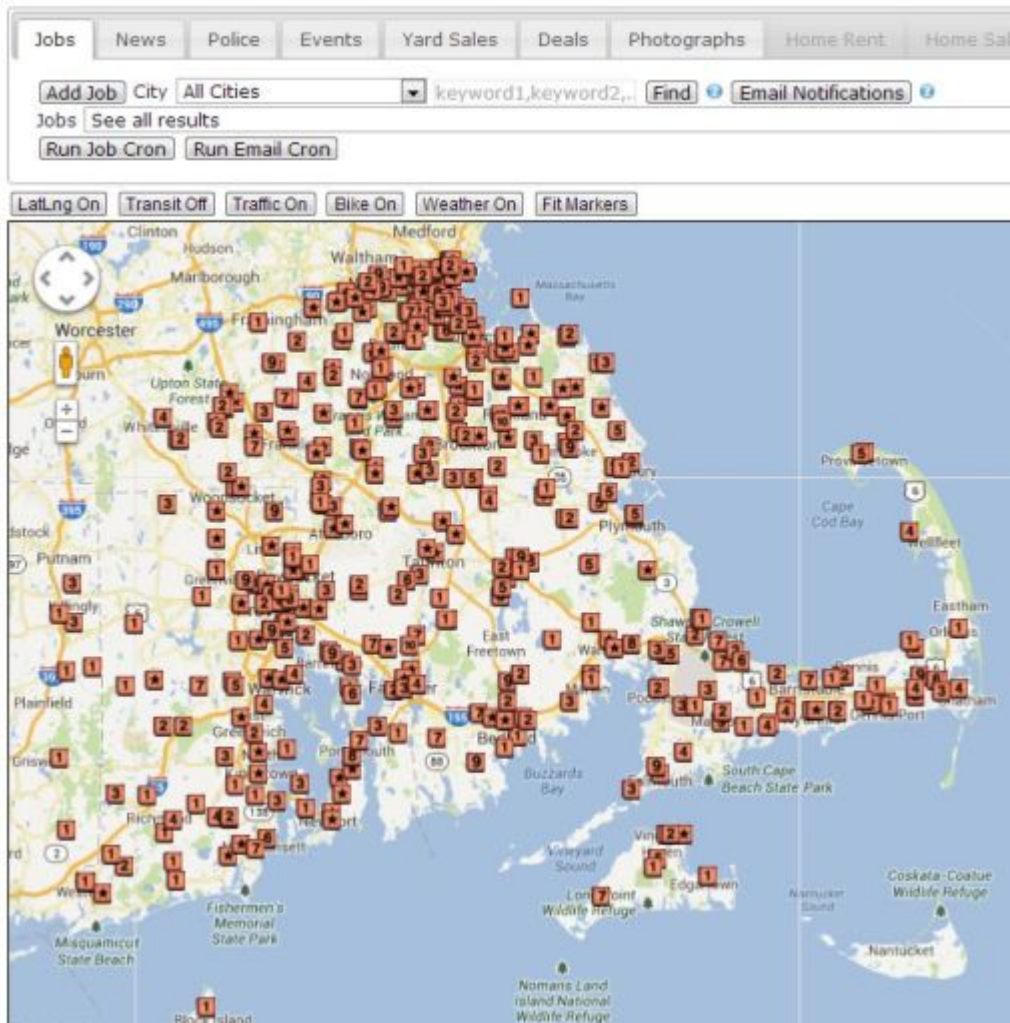


by
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The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on 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. 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 November, 21st, 2013:

1. Resource Development Specialist #3311677 – Bachelor's Degree required, this position requires a minimum of two years of professional experience in juvenile justice, child welfare, behavioral health or related field. The applicant will also need to have the necessary skills and capabilities to use a computer, facilitate groups, work a flexible schedule, valid driver's license, approved driving record, and their own vehicle to carry out the demands of the position. There is significant travel in this position.

2. Welcome Center Associate #3317195 – The New Bedford YMCA, a division of YMCA Southcoast, is looking for fun friendly candidates for our welcome center!

Candidates must be flexible and must be able to work any time between M-F, 530 AM and 9:30 PM, and weekends.

All candidates must be willing to represent the YMCA personally, professionally and in a manner in accordance with the mission and goals of the YMCA.

Responsibilities include but are not limited to: collecting daily passes, membership and program sales, answering a multi-line phone system, providing all membership and program information, knowing policies and procedures as well as implementing them.

Qualified candidates must be organized, creative and possess excellent public relations skills.

Customer Service experience & computer skills are a must. Bilingual in Spanish or Portuguese is a plus.

3. Quality Control Operator #3317170 – Perform inspection of products according to defined criteria using standard physical and/or mechanical methods. Rework or reject products as required. Accurately document the results of the inspections into the computer system. Work with production management and Quality Assurance to provide feedback regarding product quality. General computer skills a plus. All daily duties performed as requested by shift supervisor/management per ISO9001 standards.

4. Poured Concrete Foundations – Residential Construction #3317193 – Erecting concrete foundations, set up and take down of concrete forms, good work ethic, on-time, self-motivating, respectful to customers. Driver's License.

5. Packer/Label Printer #3319780 – This position requires you to work in a fast paced but rewarding environment with an opportunity for advancement. This is entry level work. You will print shipping labels and package orders. We are looking to hire someone who can achieve great results while working alone. Packing experience and shipping experience not required

but helpful.

6. Zoo Caretaker #3319819 – The work involves responsibility for providing all primary care for the Buttonwood Park Zoo animal collection and doing general maintenance, housekeeping, and grounds keeping work for the zoo facility.

MINIMUM QUALIFICATIONS: Requires six months' paid experience; or education toward a degree at a recognized school with a major in Animal Science, Veterinary Medicine, Zoo Management or Zoology may be substituted for the required experience on the basis of one year of education for three months of experience.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The City of New Bedford has a residency requirement.

7. Clerk Typist #3326776 – Performs, according to standard office procedures, a variety of clerical duties requiring a degree of decision and knowledge of the functions of the department.

Performs routine clerical work for the efficiency of the department, and assists the general public, outside organizations and City departments in their various needs.

Utilization and knowledge of real estate, personal property, excise and parking violation systems, and laws associated with these areas. Interacts with the public on the phone and at the

counter, including the resolution of problems/issues. Assists with all other department clerical functions as needed.

NECESSARY KNOWLEDGE, SKILLS ABILITIES: Working knowledge of computers, modern office practices and procedures; ability to perform arithmetic computations accurately; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or with frequent interruptions.

8. Office Assistant (part-time) #3333661 – 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 and talking to patients and physicians. Knowledge of MS office suite is necessary. Medical knowledge a PLUS. This position could lead to full time.

9. Community Relations (part-time) #3333670 – Durable medical company that provides wheelchairs, hospital beds, nutrition, incontinence, and diabetic products to patients with physician prescriptions. Looking for someone that has a pleasant personality and a relationship in the health care field. This is an outside/inside community relations position. You will be contacting physician's offices and patients with regards to promoting the medical products. Hourly rate plus bonuses. This position could lead to full time.

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

1. ESL Teacher – Global Learning Charter Public School. Full details and application process [here](#).

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

3. Parent Mentor – Kennedy Donovan Center. Full details and application process [here](#).

4. Lunch and Recess Monitor – Freetown Elementary School. Full details and application process **here**.

5. Clerk/Cashier – CVS (Fairhaven). Full details and application process **here**.

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