

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 March 27th, 2014:

1. Yard Workers/Laborers #3861876 -Seasonal – April through December.

Lawn Company looking to hire a reliable, dependable and willing to work person. You will be doing weeding, mowing, clean-ups and mulching. You will be working at Residential homes, so customer service skills are necessary. MUST have a valid driver's license. Women are encouraged to apply.

2. Executive Director & CEO #3867652.

The Greater New Bedford Workforce Investment Board, Inc. (WIB) is seeking an Executive Director and Chief Executive Officer to lead a dynamic, high performing and efficient integrated workforce development system. Candidates should have a professional record that includes entrepreneurial experience,

the ability to develop strategic plans, execute programs effectively, and the ability develop and maintain financial integrity and sustainability in the face of decreasing governmental funding, and the ability to build strong collaborative relations with other organizations and individuals. Knowledge of and experience with both local, state, and federal political and regulatory landscape is desirable. A Bachelor's degree in public or business administration (Master's degree preferred), plus 10 or more years in public or private sector, or workforce leadership is required.

The Executive Director and CEO is responsible for promoting economic development and community growth and carrying out the vision and goals of the WIB as approved by the Board of Directors and will represent and lead the WIB in its mission to build a quality workforce in the region.

3. Repair Technician #3878837.

Repair technician (medical instrument repair) needed for local Surgical Instrument Manufacturer. Work schedule is Tuesday through Friday, 7:00AM – 3:30PM. Experience required.

4. Courier/Driver #3878835.

Full time Courier/Driver needed for local Surgical Instrument Manufacturer. Scheduled work week is Tuesday through Saturday. Hours will vary – Tuesday & Wednesdays 10:00AM -6:30 PM, Thursday – 11:00 AM -7:30PM., Friday 10:00 AM – 6:30 and Saturdays – 9:00AM – 5:30PM. Overtime as needed. Mature individuals encouraged to apply. This position will include driving to the Boston area. Drug testing will be required and a clean driving record must be presented.

5. Assistant Farm Manager #3884703.

Assistant Farm Manager for a 50 acre farm in Dartmouth. You must be 18 years old or older, possess a valid and current driver's license, and the sincere interest to learn about vegetables and herbs. Farm or related experience preferred.

Mechanical or carpentry experience is a plus.

6. Production Clerk #3884723.

Audits production reports from supervisors, machine operators and bakery on a daily basis to ensure accuracy in case counts, waste, downtime and any other areas as necessary. Performs daily inventories as required. Assist plant controller in tabulation of daily and month-end reporting categories. Responsible for daily ordering and monitoring of flour to ensure adequate supply for smooth production flow. 1 – 2 years of experience. Must be at least 18 years of age and a High School Graduate. MS Office, Word, Excel. Must have good organizational, multi-tasking and prioritizing skills. Accuracy, detail oriented and able to meet deadlines. Administrative experience in manufacturing environment preferred.

7. Maintenance Mechanic #3884716.

A leading manufacture seeks an articulate individual to join its maintenance team 3rd Shift (11:00 PM – 7:00 AM) six days per week.. Responsibilities include electrical and mechanical services to efficiently assist production, setup, repair of machinery and equipment. Maintain the physical plant, utilities and grounds in accordance with state and federal regulations, company policies and procedures. Experience in food manufacturing preferred. Vocational Tech. Graduate / HS Graduate. Microsoft Word, Excel and Outlook.

Able to work independently; forklift experience a plus.

8. Receptionist #3884707.

The receptionist for the NBCCC Family Resource & Development Center will be an integral part of a team concept. The Center serves diverse families from our community. Qualifications include basic knowledge of office procedures, computer knowledge, strong customer service skills, basic knowledge or a willingness to learn about community resources and referrals, high school graduate, and bilingual speaker highly desired.

9. Veterinary Technician #3884708.

20-40hrs per wk Experience with animal handling required, assist doctor in appointments, fill prescriptions, draw blood, assist in surgery, take x-rays, etc. High School Diploma, 1 to 2 yrs experience. Compassion with animals, outgoing personality, able to multi-task, able to work with a team all a MUST.

10. Veterinary Receptionist #3884712.

20 to 30 hrs per week. Making patient appointments, answering phone, filing, talking with clients, stocking medications, filling prescriptions, taking inventory. Some experience preferred. Must have exceptional phone manners, professional demeanor, animal background, attention to detail, multi-tasking, excellent organizational skills

*Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of March 27th, 2014:*

1. Middle School Principal – Normandin Middle School – New Bedford, MA

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

2. Beauty Advisor – CVS/pharmacy

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

3. Carpenters – East Coast Staffing Solutions

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

4. Shipper/ Receiver – American Resource Staffing

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

5. Executive Office Assistant – UMass. Dartmouth (North Dartmouth)

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**.
