

The South Coast Hot Jobs List

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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 December 26th, 2014:

1. Dispatcher #5133452

Knowledge of computers required. Must be proficient with Microsoft Word and Excel. Any experience with towing industry beneficial. Must also have exceptional customer service skills.

2. Sales Insurance (part-time) #5133432

Making phone calls from list of letters sent to potential clients. Portuguese speaking preferred. Hours are from 5:00pm to 7:00pm at an average of 8 to 10 hours per week.

3. Accounts Payable Clerk #5101109

Accounts payable duties: match, batch, and code invoices. Process checks, handle vendor issues and discrepancies. Reconcile A/P, assist in month end procedures. Assist with

administrative duties; distribution of mail, filing, data entry and answering phones for various departments. Minimum 1 plus years accounts payable, Microsoft Office, Excel, Above average data entry skills. Well organized, efficient and professional. Good communication skills written and oral.

4. Floater Case Manager #5133415

This is a full-time opportunity, to work in collaboration with the Department of Children and Families to provide family-centered, strengths based plans to keep youth in the home or expedite reunification of youth with their family. Ideal candidates must be able to work independently with a strong sense of focus, task-oriented, nonjudgmental, and flexible, with a strong understanding of boundaries and limit setting. A Bachelors Degree in human services or related field, strong writing and computer skills, and experience with at-risk adolescents and families in crisis are required. Candidates must have a valid drivers license and reliable transportation. Spanish speaking individuals are strongly encouraged to apply. Bachelors Degree required along with 2 years experience.

5. Program Services Coordinator #5133409

Program Services Coordinators are a critical link to the community for those we serve, as well as serving as a bridge between our direct care and clinical staff to ensure the seamless delivery of services to the individuals we support. For Mass MENTOR and The MENTOR Network the Program Services Coordinator is critical to our success and exemplified the wonderful mission driven work we do here every day. Bachelors degree in human services or related field and one year of related work experience working with the population served preferred. An equivalent combination of education and experience which provides proficiency in the areas of responsibility listed above may be substituted for the above education and experience requirements. Valid drivers license in good standing. Car registration and vehicle insurance if providing transportation for individuals receiving services.

Successful clearance of local and/or state background checks.

6. Administrative Assistant/Bookkeeper (part-time) #5147004

Part time Administrative Assistant/Bookkeeper needed for a local Masonry contractor with Quickbooks experience and construction knowledge helpful.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of December 26th, 2014:

1. Sales Associate – Staples (Fairhaven)

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

2. Cashier – BJ's Wholesale Club (North Dartmouth)

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

3. Bakery-Cafe Associate – Panera Bread (North Dartmouth)

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

4. Local Drivers – Centerline Drivers, LLC (New Bedford)

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

5. Foreman & Carpenters – South Dartmouth Construction (Dartmouth)

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

6. Softball Coach – Westport Middle School

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**.
