

# The South Coast Hot Jobs List

## – 29 January 2015



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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.

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Here are the Hot Jobs from the Greater New Bedford Career Center as of January 29th, 2014:

### 1. **Purchasing & Inventory Control Clerk #5248816**

The Purchasing and Inventory Control (PIC) Clerk is an

integral part of the Ahead organization, specifically a member of the Purchasing and Inventory Control (PIC) Department which provides timely and accurate purchasing and inventory data to those who are dependent on the information. The PIC Clerk's primary responsibility is in the area of purchase order processing, inventory receiving, daily communication with vendors, and to provide support to Headwear, Apparel and Accessories Product Managers. This position is also responsible for representing the Company in a professional and courteous manner when dealing with customers, vendors, Sales Representatives and fellow employees. event list to keep on top of on time delivery. Education and Experience: High School Diploma or equivalent required. Candidate for Bachelor's Degree in Business Administration or related concentration preferred. 2 years relevant data entry experience.

## **2. Cashier #5248201**

Receives and disburses funds from customers and employees and records monetary transactions. Issues change and cashes checks. Counts money to verify amounts and issues receipts for funds received. Completes credit card transactions for customers. Compares totals on cash register with amount of currency in register to verify balances. Posts data to accounts and balances receipts and disbursements. Operates office machines, such as calculator, bookkeeping and check-writing machines. TOOLS AND EQUIPMENT: Cash register, computer, typewriter, telephone, copy & fax machines.

## **3. General Cleaning Position #5248204**

Service Management Systems is looking for a reliable person for a cleaning position in Dartmouth, MA. Must have reliable transportation, have a great work ethic and be able to lift 75 pounds. Hours are mainly from 5pm – 1:30am Monday through Saturday and Sunday is 2pm – 10:30pm. Weekends are alternate to each employee can get weekends days off here and there. The candidate must be able to provide a valid ID, Social Security card and pass a drug test. Your job will include but not

limited to: Sweeping, vacuuming, dust mopping, wet mopping, handling trash, riding a scrubber machine, washing towels and mops, shoveling snow and any other cleaning duties that are necessary for us to provide our customers with the cleanest mall possible.

#### **4. CDL Class A Driver #5248163**

CDL Licensed Class A Driver needed.

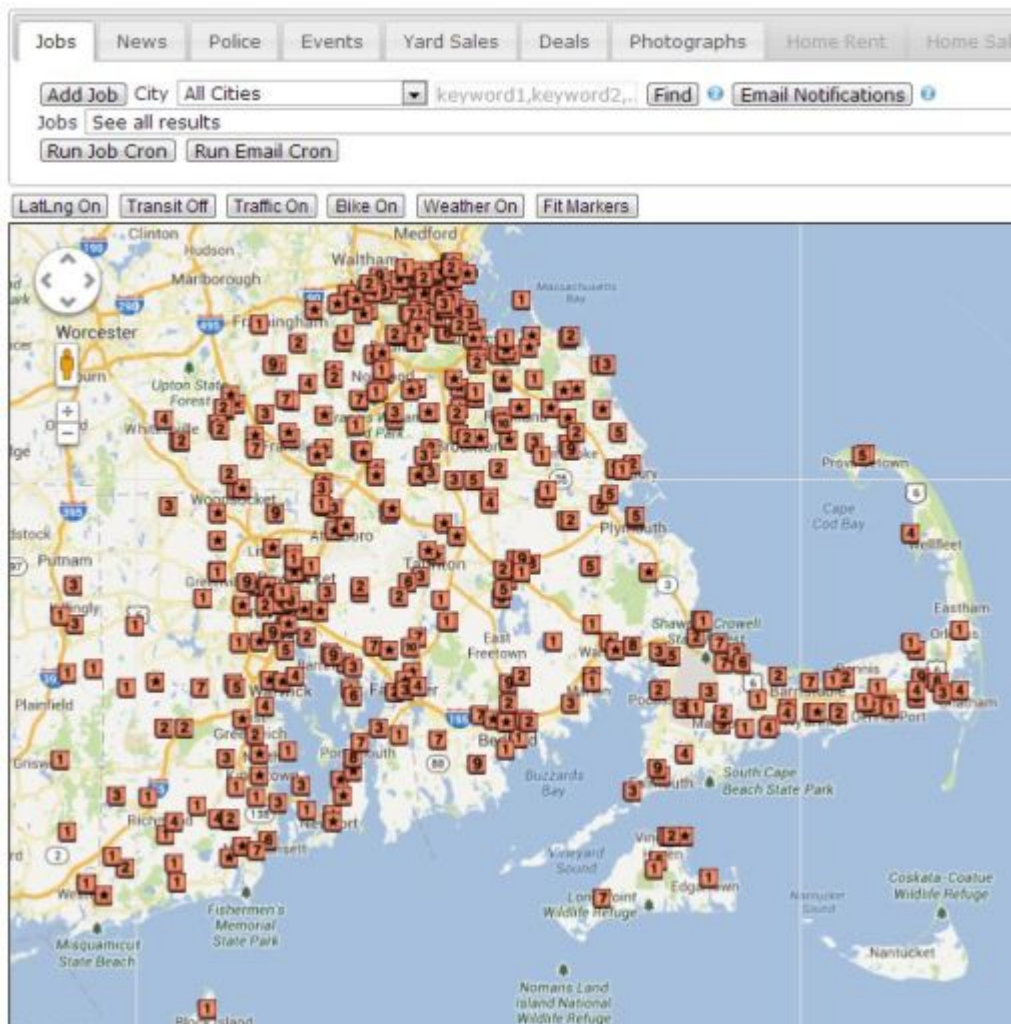
#### **5. Teachers – Preschool & Infant #5237932**

The Pre School Teacher will be responsible for planning and delivering a developmentally appropriate educational program for infant, toddler, preschool, and/or school-aged children. Responsibilities include, but are not limited to, preparation of weekly curriculum plans, periodic progress reports, and staff supervision. Specific duties include, but are not limited to the following: prepare the weekly curriculum, establish classroom routines, model best practices in early care and education, prepare regular progress reports and other written materials as needed, conduct clinical observations and prepare assessments of children, attend meetings and other professional activities, maintain a clean classroom and outside play space, conduct parent meetings and document all communications, conduct monthly fire drills, participate in regular staff meetings and record meeting minutes as requested, keep personnel file current with course work, first aid, CPR, physical exams, supervise teacher assistants and volunteers,

#### **6. Billing/Posting Clerk #5241671**

High School Diploma. 1-2 years experience in Medicaid, Medicare and third party health insurance billing. Perform a variety of billing, data entry, and clerical duties Experience in long-term billing practices a must.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of January 29th, 2015:

**01. Cook – Papa Gino's (Fairhaven)**

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

**02. Supercuts Stylist – Regis Corporation (Fairhaven)**

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

**03. Cook/Prep Cook – Adriana's Mexican Restaurant (New Bedford)**

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

**04. Delivery Technician – Enos Home Medical, Inc. (New Bedford)**

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

**05. Warehouse Supervisor – Atkore (New Bedford)**

Full details and application process **here**.

#### **06. Bartender – Olive Garden (Dartmouth)**

Full details and application process **here**.

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

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