

The South Coast Hot Jobs List

– 9 Feb 2014

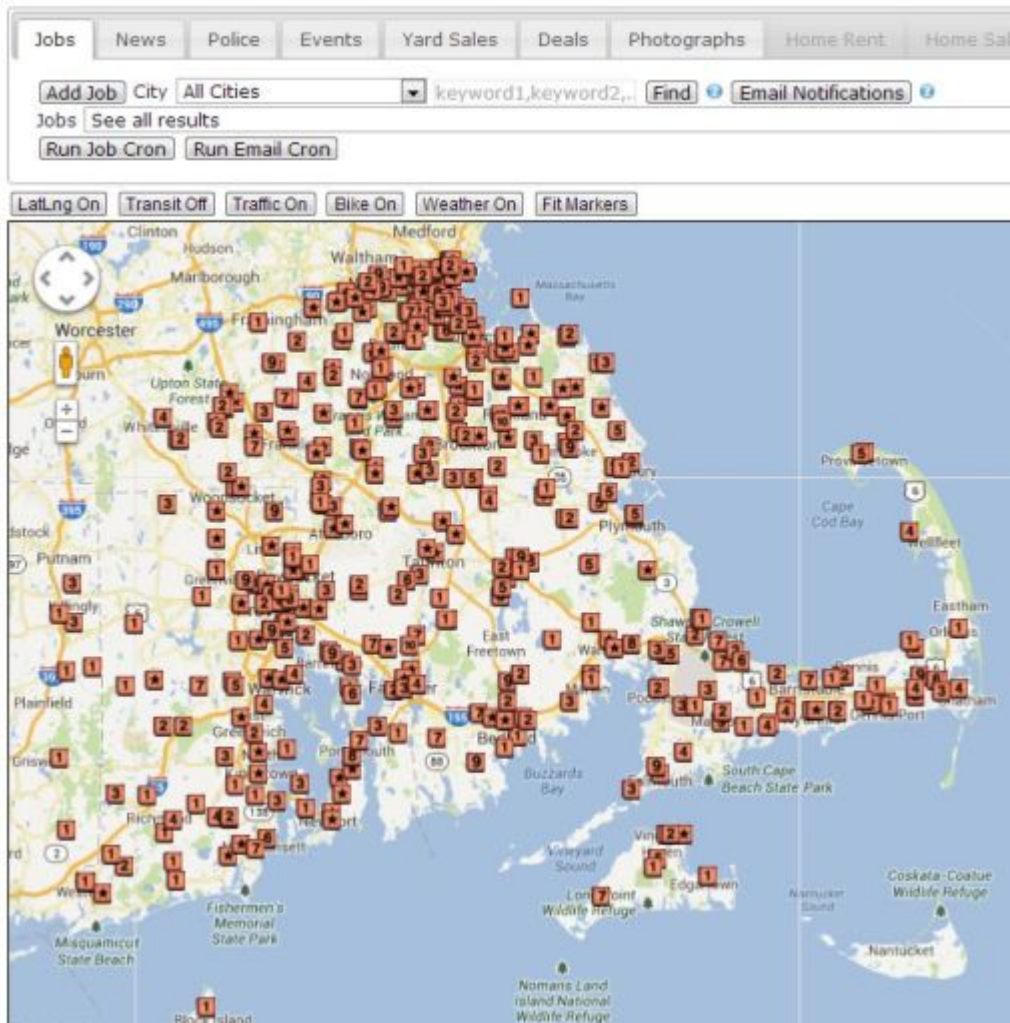


by
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The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on 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 February, 9th, 2014:

1. Bookkeeper #3618010 – Experienced bookkeeper needed with an Accounting background as you will be working directly with the Company accountant. MUST have strong knowledge of QUICKBOOKS. Excel is helpful. Some office management experience is necessary as you will be the main point of contact in the office.

The employer is a hired electrical contract whose clientele is large corporations, so excellent customer service skills and must be detail oriented.

Employer is also willing to be flexible on hours.

2. Licensed Electrician #3618082 – Licensed Electrician needed ASAP. Must be experienced. Contractor located in Dartmouth,

but job located in Avon. You must have vehicle to report to job site on daily basis.

3. Permit Expediter (Part-Time) #3618025 – Responsibilities include, but are not limited to: filling out application forms and securing permits from various cities and towns for tent installations. This could be a good fit for a newly retired person seeking supplemental income, must have own car and mileage compensation will be paid. Applicant **MUST** have a high school diploma, driver's license and a willingness to drive in cities.

4. Residential Instructor #3630721 -Residential Instructor #1090

- Part time – 17 hrs.
- Sunday 8:00 pm – 12:00 am, Monday 12:00 am – 9:00 am, Tuesday 3:00 pm – 7:00 pm.

General Job Description: To provide direct care service to individuals with developmental disabilities living in supervised residential settings and to do so in a manner that promotes growth, independence and dignity for those individuals served.

Key Responsibilities: Attend to the daily needs of consumers on an individual basis as well as foster increased independence and self-determination.

To succeed in this role you will have good time management skills, good writing skills and prior Human Services experience. A High School diploma/GED required. Six months experience in the field preferred.

All applicants must be at least 21 years of age and have a current, valid driver's license for three years. You also must be able to successfully pass a CORI check, Drug test and driving record check. All applicants must be able to become First Aid, CPR and Human Rights certified within 90 days of employment and MAP certified within 120 days. Failure to

obtain MAP certification will result in disciplinary action up to and including termination. AA/EOE

5. Payroll Coordinator #3630728 – SUMMARY: The person in this position will be responsible for the processing and recording of Cape Airs company-wide payroll. The ideal person for this position will be highly organized, have a sharp attention to detail and will have excellent communication and customer service skills.

QUALIFICATIONS:

- Prior payroll processing experience required
- Familiar with various US state pay regulations and experience with taxes and international tax law required
- Strong computer skills including experience with Microsoft Office, with special attention to Excel required
- ADP and/or Ultimate Software experience preferred
- Ability to work independently and coordinate multiple priorities and functions effectively in a fast paced environment to meet strict deadlines
- Sharp attention to detail
- Ability to demonstrate excellent customer service skills by maintaining a pleasant and professional demeanor
- Must exhibit exceptional knowledge of Cape Air and must embody the Cape Air MOCHA HAGoTDI spirit
- 3+ years required.

6. Lab Assistant/Phlebotomist #3641919 – Properly identifies patient prior to collection of specimen using two unique identifiers, obtains correct specimen and volume for procedure. Accurately applies or transcribes specimen identification to tubes, and specimens when testing or drawing blood. Insures that all specimens are appropriately and accurately labeled in front of patient.

- Insures that STATS are processed immediately.
- Checks information on ST0/requisition for accuracy and

completeness.

- Obtains specimen according to established policy.
- Perform basic Preventive Maintenance and Quality Control according to established procedures.
- Accurately documents Preventive Maintenance and Quality Control with LIS laboratory system.
- Maintain equipment and instrumentation in a clean and orderly fashion and according to established procedures.
- Perform all Pre-analytical and Post-analytical procedures in an accurate and timely fashion. Prints out an outstanding specimen list throughout the day to make sure all patient's testings have been completed.
- May perform waived test as defined by CLIA.
- Correctly enters all specimen and patient information in LIS or department logs.
- Accurately files all laboratory specimens, processed specimens, or reports.
- Demonstrates knowledge of and consistently complies with hospital and laboratory policies.
- Demonstrates knowledge of and consistently complies with laboratory accreditation, certification, OSHA, and regulatory standards.
- Able to work evening shifts and weekends.
- 1-3 years experience.
- Certification in Phlebotomy
- Computer literate
- High School graduate or equivalent.
- Experience and certification in Phlebotomy required.
- Excellent organizational and time management skills. Detail oriented.
- Bilingual Spanish and/or Portuguese preferred.
- Experience in waived testing preferred.

7. CDL Class B Delivery Driver #3647770 – We are looking for attentive, courteous and motivated individuals to join our team of drivers. The ideal candidate would be experienced driving CDL trucks and comfortable with making deliveries to

various locations throughout MA and RI. Individuals must be able to work independently, and be capable of lifting 5-25 lbs. This job may require manipulation of a loaded dolly or hand truck. Must have a CDL Class B Licensing.

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

- 1. Dental Assistant – New Bedford – Full details and application process [here](#).**
- 2. Director of Marketing -Sid Wainer & Son. Full details and application process [here](#).**
- 3. Executive Director – New Bedford Star Kids Scholarship Program. Full details and application process [here](#).**
- 4. Cashier – DICK’S Sporting Goods (Dartmouth). Full details and application process [here](#).**
- 5. Host – Olive Garden (Dartmouth). Full details and application process [here](#).**

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