

# 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) 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.

Interested in any of the positions listed below, please 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](http://mass.gov/jobquest).

Here are the Hot Jobs as of May, 9th, 2013:



1. **CNA's #2313129** – Part-Time CNA needed at Assisted Living Facility in Dartmouth. Duties include but are not limited to serving meals to residents, light housekeeping and laundry, assisting w/daily medications, provide daily care to residents and assist with activities.
2. **Customer Service Representative #2299597** – Looking for an experienced full time customer service rep/inside sales.
3. **Cook #2299552** – Experienced breakfast, lunch and dinner cook needed ASAP. Experience a MUST!
4. **Member Services Representative #2313135** – Under the direction of the AVP/Head Teller, the Member Service Representative is responsible for handling member-related inquiries and resolving member-related issues. Specific duties include: Chex Systems and OFAC inquiries; opening/closing accounts; opening/closing safe deposit boxes; answering telephone inquiries; opening/closing and renewals of Certificates of Deposit; opening/closing IRA accounts; check ordering; processing stop payments. Other duties assigned as-needed. Experience and education: Prior customer service experience required. Experience in a financial institution, or equivalent experience could be substituted with educational

background in banking or financing is preferred, but not required.

**5. Landscape Laborer #2313132** – A growing landscape company is looking for a full time experienced landscape laborer for a landscape maintenance position. Experience in landscape maintenance, pruning and operating heavy lawn cutting equipment is a must. Selected candidate must have a good driving record. Compensation will be based on experienced. Bilingual in Portuguese or Spanish a plus.

**6. Executive Secretary #2313081** – Executive Secretary in Fall River, Massachusetts in a metals fabrication facility that exports aircraft replacement parts, including: angle brackets, access covers, retainer plates, and structural supports. Duties include: Making appointments for potential clients to meet with the head of the company; Setting up phone conferences for clients and business owner; Preparing business letters in Portuguese under the direction of the business owner; Coordinating remote meetings between clients and the business owner via telephone when owner is traveling; Verifying that customer orders are fulfilled; Attending business meetings with the owner and taking notes about decisions; Drafting contracts and other agreements at the direction of the business owner. Must be proficient in Microsoft Word and Excel; Minimum 2 years experience.

**7. Servers Waiters & Waitresses #2329955** – Demonstrating genuine hospitality while greeting and establishing rapport with the guest and delivering an exceptional dining experience by

- Guiding guests through menus while demonstrating thorough knowledge of the food, beverages and ingredients
- Taking accurate orders and partnering with team members to serve food and beverages that meet or exceed guests' expectations
- Providing friendly and attentive service that makes guests

feel well taken care of and builds their intent to return

**8. Prep Cook #2329943** – Preparing portions and food items while:

- Following recipe guidelines to meet or exceed guests' expectations
- Stocking the alley and line with items needed to complete orders on time
- Ensuring proper food safety and sanitation standards to ensure guest safety

**9. Host/Hostesses #2329951** – Demonstrating genuine hospitality and setting the stage for an exceptional dining experience by making every single guest feel welcome at the door and:

- Engaging in friendly conversation as you seat guests in a timely fashion
- Introducing guests to their server
- Managing restaurant waiting list during high volume to accurately set guest expectations
- Always sincerely thanking guests as they leave and inviting them to return

**10. Server Assistant/Bussers #2329944** – Helping to deliver an exceptional dining experience by:

- Ensuring the dining room, lobby and service area are clean, stocked and visually appealing
- Assisting servers in properly serving food and beverages
- Clearing, cleaning and resetting tables to ensure they are ready for the next guest