

The South Coast Hot Jobs List

– Sept. 02, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 02, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Job Fair – Riley Brothers

RILEY BROTHERS is hosting a CAREER DAY in NEW BEDFORD!

Come down this Wednesday 9/4/19 (10AM-4PM) to APPLY & INTERVIEW ON THE SAME DAY!

They are HIRING for CDL DRIVERS, EQUIPMENT OPERATORS and LABORERS. If you want a job in construction then COME BUILD YOUR FUTURE WITH US.

These are full time jobs with excellent benefits and room for advancement!

BRING your DRIVERS LICENSE & A GOOD ATTITUDE. Apply in person!

If you can't attend the event you can apply online:
<https://www.rileybrothers.net/careers>

-RILEY BROTHERS

-479 MT. Pleasant St, New Bedford MA

<https://www.facebook.com/events/427070697905303/>

Waitress/Cashier – Horta's Restaurant

Part-time

Looking for an experienced, reliable waitress to work Tuesdays 11am-6pm, Wednesdays 11am-7pm and Thursdays 11am-7:30/8pm. Must be atleast 18 years of age and able to work these hours, text or call 774-704-2696 thanks.

Interested in applying? See full details a• nd how to apply

here

Cashier – Speedee Oil Change & Auto Service (Dartmouth)

The cashier is responsible for establishing and maintaining good customer relations and to accurately complete paperwork required to track and service customers. Performs other duties not directly stated below, as instructed by either the Manager or Assistant Manager.

EMPLOYMENT QUALIFICATIONS

- Commitment to excellence at all levels of service.
- Retail experience, automotive experience helpful.
- Good communication skills, cheerful and friendly.
- Enthusiastic attitude and good work ethic.
- Basic computer and office management skills.
- Clean and neat appearance, good telephone voice.

PRINCIPLE RESPONSIBILITIES & DUTIES

- Works to maintain a team effort of quality customer service.
- Greets the customer.
- Explains the Speedee Franchise Organization preventative maintenance services and pricing structure in order to achieve high customer satisfaction and increased sales.
- Bills out the customer.
- Obtains any technical information from manager or tune-up technicians in response to questions from customers.
- Presents all promotional materials to customers.
- Maintains marketing programs as directed by manager.
- Maintains spotless customer service/office area.
- Maintains customer restroom.
- Answers telephone in an approved manner.
- Greets and writes up work orders for customers when business trends dictate the need.
- Conforms to the standards and procedures prescribed by the Speedee Franchise Organization Daily Operations Manual and other manuals.

- Maintains appointment scheduler.

Technical

- Attends all training sessions provided, applicable to his/her career and position requirements.
- Completes and maintains work orders in a systematic way.
- Maintains operations of office computer system and daily cash receipts.

PERFORMANCE STANDARDS

- Cleanliness of customer/office/lobby area.
- Minimum over and shorts.
- Handling of customers.
- Seeks training over and above job requirements.
- Attends all scheduled store meetings.

Interested in applying? See full details [and how to apply here](#)

Lead Teacher – P.A.C.E. Head Start

LEAD TEACHER

SALARY: \$16.02 – \$21.93 per hour, 40 hrs. per week, 52 weeks per year.

- Must be EEC Lead Teacher qualified with an Associates/Bachelor's degree or enrolled in a program leading to a Bachelor's degree or higher.
- Candidates will be supervised under the direction of the Education Office, and will have responsibility for planning and managing the daily activities of the classroom as well as creating a positive social/emotional environment in accordance with the Pyramid Model.
- Communication with families, home visits, leading parent-teacher conferences, entering observations in TSG and data into Child Plus are also essential components of this position.

- Valid driver's license required.
- Must be able to pass CORI and DCF background checks.

Low-cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Must e-mail a cover letter with your mailing address, title of position, and resume/application to: hrjobapplications@paceinfo.org or mail the same information to: hrjobapplications@paceinfo.org or mail the same information to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

Deadline to apply: 5:00 p.m., Monday, August 19, 2019.

PAY: \$51,693 – \$64,622

This position is responsible for administrative and technical work associated with New Bedford's Office of Housing and Community Development's rehabilitation programs; use of State Building Codes, Section 8 Minimum Housing Standards, zoning bylaws and other regulations; housing inspections, work write-ups, estimates, specification writing, bidding supervision, contractor supervision and final inspections of work related to housing rehabilitation; familiar with Lead Paint regulations; and all other related work as required.

Graduation from an accredited college or university with a Bachelor's degree in construction management, architecture, public finance, or closely related field. Previous experience with Community Development and/or HOME Program Programs is highly desirable. Possession of a valid Massachusetts driver's

license and good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Teacher's Assistant – Associates for Human Services, Inc. (Taunton)

Part-Time, Approximately 14 hours weekly

Tuesday – 8:30am-12pm

Wednesday – 8:30am – 12pm

Thursday – 8:30am – 12pm

Friday – 8:30am – 12pm

- Before early child playgroup, set up all materials needed for group during collaboration with staff.
- Work with staff in implementation of activities and objectives for children in each child group and participate in documentation of observation after group. This may include leading the group should senior staff not be present.
- Set up classroom with materials needed by staff (including art and snack supplies). Change diapers during class, as needed.
- Assist in getting snack, and during art and circle supplies
- After group session, replace all materials. Disinfect water table, chairs, table, and any other materials handled by the children. Wash and dry dishes and utensils and return to storage. (All materials should be returned to appropriate place – windowsills should be cleared.) Vacuum floor (wash if needed).
- Set up classroom for the next session.

Associates for Human Services, Inc. (AHS) is a not-for-profit agency founded 44 years ago, to meet a wide range of human

services needs in Attleboro, Brockton, Fall River, New Bedford, Norton and the Greater Taunton Area (Taunton, Raynham, Dighton, Rehoboth, Lakeville, Middleboro, Seekonk, Berkley). Support services are provided, through a variety of programs for infants, toddlers, youth, adults, and seniors experiencing developmental disabilities or delays, and families struggling economically.

AHS also helps to bridge businesses and education, empowering youth to succeed, thus strengthening tomorrow's workforce. Mail, email or fax resume and cover letter to, AHS, 68 Allison Avenue, Taunton, MA 02780, (508) 880-2425 fax. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Experience:

- Infant/toddler: 1 year (Required)

Education:

- High school or equivalent (Required)

Interested in applying? See full details and how to apply [here](#)

Wine Consultant – Wines & More (Wareham)

Part-time

Are you looking for a competitive hourly wage and the chance to get paid while widening your wine knowledge?

Wines & More is currently hiring Part-time Wine Consultants. Wine Consultants will work closely with the Wine Manager to execute projects associated with maintaining MA's largest and most extensive wine department. Wine Consultant position is a customer service oriented position with the additional responsibility of inventory maintenance. Candidates must possess a positive attitude towards customer service and

harbor a personal interest in wine. Please note it is not necessary for candidates to have extensive pre-existing wine knowledge, however basic knowledge of grapes and wine regions preferred. Sales and service skills, work ethic, and attitude are more important. However, special consideration will be given to those candidates with the strong academic foundation in wine.

Job Specifications:

- Recommend and sell wines and other beverages to customers
- Maintain proper inventory quantities on the sales floor
- Assist the Wine Manager with teaching educational wine seminars to the public
- Promote, setup, and administer in store wine tastings
- Maintain the appearance and salability of the wine department.
- Must have outstanding customer service skills and be a team player
- Maintain standards set forward by company
- Possess good communication skills
- Must have availability to work nights, weekends and holidays
- Ability to repetitively lift objects weighing up to 45 lbs
- Adhere to company dress code and maintain professional appearance at all times
- Positive attitude, self motivated, polite, energetic and is a willing learner

Experience:

- Relevant: 3 years (Required)

Additional Compensation:

- Store Discounts

This Company Describes Its Culture as:

- People-oriented – supportive and fairness-focused
- Team-oriented – cooperative and collaborative

Interested in applying? See full details and how to apply [here](#)

Bulldozer Operator – Company Confidential (New Bedford)

Full-Time

Operates a wide variety of heavy equipment vehicles that perform the spreading and compaction of construction demolition, commercial and residential waste disposed at the post collection facilities.

- Operates heavy equipment such as a bulldozer to excavate landfill site, transport solid waste materials and spread and compact layers of waste in compliance with the company operations safety policies and procedures.
- Conducts routine equipment inspections and preventative maintenance on equipment; maintains accurate records.
- Moves and positions materials and finished components with use of material moving equipment.
- Follow appropriate standard operating procedures as guideline for operating and maintaining vehicle.
- Follows all safety policies and procedures.
- Attends and participates in all scheduled training programs, briefings, and meetings required by New Bedford Waste Services, LLC or Manager.
- Performs other job-related duties as assigned.

Experience:

- Relevant: 1 year (Preferred)
- Dozer Operator: 1 year (Preferred)

Interested in applying? See full details and how to apply [here](#)

Dog Daycare Attendant – Jillian's Pooch Paradise (Raynham)

Part-Time

We are looking for Daycare/Boarding attendants. Applicants must be 18+, experience is not required but is preferred, weekend availability is a must. Please call 774-218-8717 for more details.

Interested in applying? See full details and how to apply [here](#)

Data Entry Clerk for the Assessors Office – City of New Bedford

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Cashier – Christmas Tree Shops and That! (Dartmouth)

Part-time, Temporary

Christmas Tree Shops is growing and so is our need for more talented associates. We offer a distinctive, fast paced, and dynamic retail environment where you can truly make a difference AND have a very real opportunity to grow your career! If you are looking for a retail growth company that values both its people and its customers, has a winning track record, and an even brighter future, your search is over – you have discovered Christmas Tree Shops!

Specifically we are seeking the following Temporary Part Time positions in the North Dartmouth, MA store:

Cashiers

As a Cashier you will work in a in a high paced environment and you must maintain a calm, professional demeanor while performing your duties in an accurate manner. The Cashier is expected to deliver exceptional customer service and meet sales and productivity goals.

Key Responsibilities:

- Engage customers in a courteous, helpful, and respectful manner, promptly and politely responds to customer inquiries and customer requests for support
- Process customer transactions through the register and customer service desk
- Collect and processes payment from customer and enters into register system (includes applying coupons, providing change and receipts)
- Package customer purchases for removal from the store (includes wrapping, bagging)
- Ensure all items intended for purchase are identified and properly scanned
- Execute activities related to store initiatives to offer customers additional products and services (e.g., special sale items, credit card applications)

- Return misplaced product, customer returns, and other product gathered in the front-end to the correct location in the store
- Perform additional duties as required including, but not limited to, stocking, freight processing, price changes and cart retrieval

Education/Experience/Qualifications:

- High School diploma or equivalent desired
- 0-1 years of retail experience desired
- Effective communication and customer service skills
- Readily adjusts schedule, tasks, and priorities when necessary to meet business needs

You can apply online or you can also text “jobs” to 47283

Interested in applying? See full details and how to apply [here](#)

Warehouse/Retail Inventory Associate -RGIS

\$13 an hour – Part-time

Here at RGIS you count! Businesses make critical decisions based on their inventories and rely on RGIS to ensure that they are done accurately and professionally. As a part of the RGIS Team, you're an important part of the decision making process. By contributing to reliable inventory counts, you help our customers make better decisions to support the needs of their customers!

Your day-to-day:

- Counting is a very active job – you'll be bending, kneeling and climbing ladders; so you're either on your feet or knees the entire inventory.
- When counting, you can use a finger scanner to scan each item's barcode, which sends the information to a portable device at your waist, or use the device itself as a handheld scanner instead. Be prepared to do repetitive actions.
- Accuracy is everything! You have an eagle eye for detail and

pride yourself in making sure everything is correct.

- Efficiency is everything! I know, I know...we just said accuracy is everything but speed and accuracy go hand in hand when you're a Retail Warehouse/Inventory Associate.
- Location, location, location. You will never get bored with going to the same location over and over again. From a grocery or dollar variety retail store around the corner to a warehouse a couple hours away, you'll likely be at a new place just about every time you're scheduled to work.
- Starting on time is critical to a successful inventory so we are looking for reliable people that can get to the inventories on time and as scheduled.
- Safety first! At RGIS it is in our DNA and we are committed to providing associates safe work environments along the way, at every location, and on the way back.
- We provide you with an RGIS shirt, as well as guidelines on clothing and proper footwear that you're required to wear. Think of it as showing pride for your favorite team.

Why RGIS?

- Opportunities for pay increases after just 5 inventories
- Supervisor and management opportunities
- On-the-job paid training
- Referral bonuses. If you want to earn an extra \$500, refer five people after your hired and after they work ten live events, you get the \$\$\$.
- Employee Assistance Program (EAP)
- Employee-paid health insurance available at group rates
- Discounted prices at movie theaters, theme parks and more

What you bring to the Team:

- At least 18 years of age; no experience needed
- Access to reliable transportation
- Strong work ethic with the ability to focus in a team-oriented and fast-paced environment
- Ability to work flexible schedules with varying hours
- Ability to, with or without reasonable accommodation,

frequently squat, kneel, bend, climb ladders and reach, as well as stand for up to 10-12 hours

At RGIS, we value ethics, positive attitude, and safety in workplaces. We are passionate about our people, technology, and process because when you succeed, we succeed. Interested? Apply today!

RGIS is an Equal Opportunity Employer, committed to a diverse and inclusive work environment

#cb

Interested in applying? See full details [and how to apply here](#)

Bookseller – Barnes & Noble (Dartmouth)

Part-Time

As a Bookseller, you are responsible for selling by providing exceptional customer service through our four core service principles. You make the shopping experience interactive and engaging by enthusiastically sharing your knowledge about our products and services and meeting the needs of the customer. You care about and value people and exemplify our core values.

Essential Functions

- Deliver exceptional customer service that ensures sales and high levels of customer satisfaction.
- Execute on the four core service principles: put the book in the customer's hand, offer to order, offer the Member program, and fast cashiering.
- Greet and establish rapport with customers, proactively engaging them in conversations about our products, services and promotions to determine their needs and recommend the right products.
- Ensure all customer transactions are processed accurately and in a timely manner.

- Share knowledge and enthusiasm about all our products, services, and promotions, providing a personalized experience to multiple customers at the same time.
- Respond to customer's concerns and questions, and secure the sale.
- Drive customer loyalty through successful selling of Memberships, gift cards, Kid's Club and other sales initiatives.
- Communicate specific product needs to managers to ensure the store is stocked appropriately with in-demand titles and customer requests.
- Recover the selling floor during each shift by, gathering and restocking items, straightening bookcases, maintaining tables in the Café, maintaining restroom cleanliness, and performing other store housekeeping tasks.
- Support and promote business development sales and in-store events
- Assist in any area of the store as needed.
- Adhere to all inventory and loss prevention standards.
- Help orient new booksellers, ensuring a smooth acclimation to the store and our bookselling culture.

Qualifications

- Passion for selling
- Strong communication skills
- Spend the majority of time on the selling floor, which requires physical activity (i.e., prolonged standing, repetitive bending, lifting, climbing)
- Availability for early mornings, evenings, weekends and holidays to align with store needs

Interested in applying? See full details and how to apply [here](#)

Front Desk Clerk – Airport Mini Storage, Inc (New Bedford)

\$12 an hour – Part-time

Looking for a part-time front desk clerk who will run the day

to day operations of a self storage facility. Job requires providing information about storage rates, leasing storage units as well as collecting daily rent. Must be confident on the phone, good computer and math skills. Job requires some light lifting and must be able to walk the site daily check hallways and sweep out units when needed.

Experience:

- Computer Skills: 5 years (Required)
- Front desk: 1 year (Required)
- Math: 1 year (Required)

Language:

- Spanish (Preferred)
- Communication method(s) used:

Phone

- This Job Is Ideal for Someone Who Is:
- Dependable – more reliable than spontaneous
- People-oriented – enjoys interacting with people and working on group projects

This Company Describes Its Culture as:

- Detail-oriented – quality and precision-focused

This Job Is:

- Open to applicants who do not have a high school diploma/GED
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

Interested in applying? See full details and how to apply [here](#)

Dog Walker/Pet Sitter – Harmonious Hounds (New Bedford)

Harmonious Hounds is hiring! We are an established and well-loved dog training, pet sitting, and dog walking company, and are seeking exceptional caregivers to add to our great staff.

Days & Hours:

- As-needed, M-F early mornings and late nights (7-9 a.m. & 7-9 p.m.)
- As-Needed Saturdays and Sundays (anytime from 7 a.m.-9 p.m.)

There is also potential for this hire to serve as back-up relief for daily dog walkers, if the applicant's schedule allows for daytime availability.

Visits are for drop-in care at each client's home and range anywhere from 10 to 45 minutes of service, booked 2-4 times per day. Occasional overnights will also be available for staff that successfully complete their probationary period.

Competitive compensation per visit. Service Area includes: New Bedford, Westport, Dartmouth, Mattapoisett, Rochester, Marion, Fairhaven, Acushnet, Berkley

Please note: This is a very part-time job to start (1-10 visits per week). More visits available as business increases.

Requirements:

- You are 21+
- You live in or near our service area (10 mile radius of New Bedford)
- You have a reliable car, a valid drivers license, and a clean driving record.
- You have a smart phone with internet access, GPS, email, and text & check messages daily.
- You are comfortable driving and working in inclement weather.
- You can lift and carry fifty (50) pounds
- You LOVE animals.
- You feel comfortable walking both BIG and small dogs, as well as working with a variety of species (cats, horses, chickens, pocket pets).
- You can work with us for at least the next six months. The pets and their owners will want to develop a long-term relationship with you.

- You are available for the days/hours listed above.
- You are comfortable with a widely fluctuating schedule that can include only 1-2 visits per shift and varies from week to week
- You can easily pass a criminal/background check.

Our optimal candidates will be looking for a very part-time job – past hires include college students or those looking for hands-on animal care experience. Preference will be given to those with animal experience, but we are willing to train. We are looking to hire an employee, NOT an independent contractor. Competitors need not apply. Please no, calls regarding the position – initial inquiries will only be accepted via email.

In your cover letter, please include the days/hours you are available and your location.

Experience:

- Relevant: 1 year (Preferred)

Interested in applying? See full details [and how to apply here](#)

After School Program Monitor & After School Program Supervisor positions – City of New Bedford

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

PAY: \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory

by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

PAY: \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Compliance Officer (Community Relations Specialist) – City of New Bedford

PAY: \$51,693 – \$64,622

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of

information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, “community-friendly” print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department’s goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district’s external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor’s degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years’ experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years’ experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Garage Attendant – City of New Bedford

PAY: \$13.99hr – \$18.51hr

Maintains and performs minor repairs of all City vehicles. Road calls for flat tires, dead batteries and lockouts. Pumps gas and diesel fuel into cars, trucks and other municipal vehicles; records fuel and other parts and supplies used,

picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, maintains cleanliness of work area.

Must have valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Interested in applying? See full details and how to apply here.

Sr. Clerk Typist position – City of New Bedford Fire Department

PAY: \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants;

prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

For more information, please visit:

Employment Opportunities

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Have a job to add to the Hot Jobs List? Contact
leo@newbedfordguide.com.