

The South Coast Hot Jobs List – September 08, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 08, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Job Fair – Blount Fine Foods

Are you looking to work with a growing company? Come see what Blount has to offer you and add some spice to your work life. Join Blount for their on-site Job Fair on September 18, 2019, from 3:00pm-6:00pm at their location at 575 Currant Road, Fall River.

You will have the chance to speak to someone from our recruiting team, meet with supervisors and hear about our competitive benefits package. Many opportunities for machine operators, warehouse associates, food prep individuals, quality control, quality assurance and much more! See what Blount has to offer you!

WHEN:

Wednesday, September 18, 2019 at 3 PM – 6 PM

WHERE:

Blount Fine Foods
630 Currant Rd,
Fall River, Massachusetts 02720

Facebook

Event

Page:

<https://www.facebook.com/events/2414688508855779>.

Facebook: facebook.com/blountfinefoods/

Website: blountfinefoods.com/

About Blount Fine Foods:

Blount Fine Foods offers competitive wages, medical, dental and vision benefits; 401k with Company match and Profit Sharing Plan; Paid time off including vacation, sick time and holidays; Education Assistance Program; Life Insurance and Short Term Disability; Discounts on Blount products at Company retail locations.

Blount Fine Foods is an equal opportunity employer & prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital, & veteran status.



Activities Assistant – The Oaks

Position Summary

The Activities Assistant assists the Director of Activities in planning, organizing, developing, and directing quality activities for patients, ensuring that the recreational, physical, intellectual, spiritual, and social needs of each patient is met in accordance with all applicable laws, regulations, and Life Care standards.

Education, Experience, and Licensure Requirements

- Must be a high school graduate or equivalent
- Prior experience with geriatrics preferred

Specific Job Requirements

- Must have a valid driver's license in current State with satisfactory driving record per Life Care standards
- Demonstrated proficiency in arts/crafts/music is preferred
- Must possess the ability to make independent decisions when circumstances warrant such action
- Must be knowledgeable of practices and procedures as well as the laws, regulations, and guidelines governing functions in the post-acute care facility
- Must have the ability to implement and interpret the programs, goals, objectives, policies, and procedures of the department
- Must perform proficiently in all competency areas including but not limited to: general activities duties, patient rights, and safety and sanitation
- Maintains professional working relationships with all associates, vendors, etc.
- Maintains confidentiality of all proprietary and/or confidential information
- Must understand and follow company policies including harassment and compliance procedures
- Displays integrity and professionalism by adhering to Life Care's Code of Conduct and completes mandatory Code of Conduct and other appropriate compliance training

Essential Functions

- Must be able to assist in planning, developing, organizing, implementing, and evaluating quality activity programs (includes entertainment, exercise, relaxation, and education)
- Must be able to appropriately and descriptively chart patient progress and behavior
- Must be able to escort patients to and from activities
- Must be able to make regular in-room visits to patients uninterested or unable to participate in group activities
- Must exhibit excellent customer service and a positive attitude towards patients
- Must be able to assist in the evacuation of patients

- Must demonstrate dependable, regular attendance
- Must be able to concentrate and use reasoning skills and good judgment
- Must be able to communicate and function productively on an interdisciplinary team
- Must be able to sit, stand, bend, lift, push, pull, stoop, walk, reach, and move intermittently during working hours
- Must be able to read, write, speak, and understand the English language

We offer competitive pay in a team-oriented environment.

An Equal Opportunity Employer

Experience:

- Healthcare: 1 year (Preferred)

Education:

- High school or equivalent (Required)

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

Residential Care Staff – M.O. L.I.F.E., Inc (Fairhaven)

Part-time

Join our growing team in enhancing the lives of individuals with developmental disabilities in SouthCoast Massachusetts!

Responsibilities include:

- Work shift – Monday and Tuesday evenings 6pm -10pm, Saturdays, 8am to 4 pm and Sundays 4pm -12:00am.
- Provide individualized care and assist with activities of daily living, including proper maintenance of living area, guiding residents in leisure activities, work day programming, medication administration, meal preparation, housekeeping , and personal hygiene.
- Design and direct flexible individualized and/or group support to assigned consumers as established from ISP and from significant and invited people in consumer's life.
- Involve and assist individuals in Functional Skill Development
- Assist individuals in sound, independent decision-making with emphasis on balancing risks and benefits of those decisions and understanding the potential consequences.
- Build and expand natural and other supports.
- Model appropriate behavior for individuals.
- Comply with and promote the Human rights of developmentally

disabled and brain injured population.

- Provide transportation to appointments, errands and social activities.
- Fulfill progress notes and behavioral data log notes for each individual residing in the program on a daily basis.

MAP CERTIFICATION A PLUS, BUT NOT NECESSARY. MUST BE WILLING TO OBTAIN.

License:

- Driver's License (Required)

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](#)

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](#)

Retail Sales Associate – AutoZone

Part-Time

Position Summary

AutoZone's Part-Time Retail Sales Associates drive sales through superior customer service by exceeding customer expectations and providing a WOW! Customer Service experience. While assisting customers, the Retail Sales Associate will perform daily assigned duties and remain compliant with company procedures in accordance to AutoZone expectations by Living the Pledge every day.

Position Responsibilities

- Provides WOW! Customer Service
- Ensures assigned store tasks are completed in a timely manner on assigned shift
- Operates cash registers and follows established cash handling procedures
- Follows company policies and loss prevention procedures
- Maintains a safe working environment including PPE (Personal Protective Equipment)
- Maintains store appearance and merchandising standards as directed
- Ensures that merchandise is restocked and placed in their respective areas
- Utilizes ZNET to help customers locate merchandise or find suitable alternatives
- Maintains product knowledge and current promotions through AutoZone systems and information sources
- Practices GOTTCa and assists with the installation of wipers blades, batteries and light bulbs
- Utilizes OBDII to read codes from customer's automobiles
- Ability to diagnose automobile problems and recommend solutions
- Communicates with managers regarding customer concerns and employee matters
- Actively engaged in developing more effective customer service skills
- Provides honest and trustworthy advice to customers regarding the best products that fit the customers' expectations

Position Requirements

- High School diploma or equivalent
- Basic knowledge of automotive parts is required
- Excellent communication and decision making skills
- Ability to lift, load, and deliver merchandise
- Ability to work a flexible schedule to meet the business needs, including holidays, evenings and weekend shifts

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

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](#)

Sales Associate – Journeys (Dartmouth)

Part-time, Commission

WHY WORK FOR SHOES?

- We’re committed to our people – we want you to succeed!
- We offer rapid promotions for top performers – we promote from within.
- Tangible results of your hard work reflected in your paycheck... Work Hard- Make Good Money, Work Harder- Make GREAT Money!
- Compensation includes base pay, sales commission, and bonus potential.

- Great Store Environment
- Excellent Benefits
- We are fun, a bit irreverent and encourage you to embrace your individuality.

SALES ASSOCIATE – JOB DESCRIPTION

- Meet and exceed personal sales goal and standards of performance.
- Be aware of store sales goal.
- Provide a fun, full service experience to all customers.
- Complete all point of sale functions as required.
- Complete all assigned tasks and responsibilities promptly.
- Perform all Operational/Loss Prevention procedures accurately according to policies.
- Maintain store appearance and stockroom organization.
- Effectively communicate all store needs to management
- Stay informed of current fashion trends.
- Complete all required training.
- Understand the Journeys culture and demonstrate it to the team.

Requirements

- Prior retail sales experience preferred.
- Ability to multi-task in a fast-paced environment.
- Excellent interpersonal and customer service skills.
- Desire to succeed in fast paced retail environment.
- Willingness to learn.
- Ability to climb, reach, bend, and lift up to 50 pounds.
- Ability to work night and weekend shifts.
- Stand for long periods of time
- Must be at least 16 years of age.

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

EEC Certified Teacher – KIds Ink (Dartmouth)

12 – \$13 an hour – Part-time

The Teacher is responsible for creating a warm, welcoming and

inviting educational environment for children and families. They are responsible for curriculum implementation at the direction of the Master Teacher and must be able to meet all EEC standards.

Experience:

- Relevant: 1 year (Preferred)
- Childcare: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

License:

- Teaching Certificate (Required)

Benefits:

- Paid time off
- Flexible schedule
- Professional development assistance

This Company Describes Its Culture as:

- Team-oriented – cooperative and collaborative
- Detail-oriented – quality and precision-focused
- Stable – traditional, stable, strong processes

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](#)

Behavior Technician – New England ABA (New Bedford)

Immediate Entry Level and Lead ABA positions available in the Greater Boston area, Southcoast Massachusetts, North Shore of Boston and the Merrimack Valley.

Company Overview

New England ABA specializes in-home and community-based ABA therapy and our mission is to change lives, one family at a time.

- Come be a part of life changing success stories like these!
- Client said “I love you Mom” for the first time ever.
- Client went to a drop off birthday party at a trampoline park for the first time.

- Client ate 11 bites using a fork for the first time ever.

What we offer at New England ABA

- Highly competitive hourly rate of \$18-\$26. New England ABA will never lose an amazing candidate over pay rate and will match or exceed competitive offers.
- Paid ABA training that meets Registered Behavior Technician (RBT) requirements
- Tuition reimbursement available for ABA coursework at a school of choice
- Work close to home, no more than a 30 minute commute between clients
- Paid drive time and mileage between clients
- Flexible afternoon schedule, offering a work/life balance
- Career path opportunities
- Pay increases currently offered based on years of service
- Paid accrued sick time
- 401k retirement benefits with a generous employer match, available for eligible employees
- Supervision may be provided for those seeking Board Certified Behavior Analyst (BCBA) hours
- Unique company culture focused on changing lives through client-focused therapy
- Company volunteer opportunities to give back to the communities we serve
- Referral bonus program for all employees
- Behavior Technicians are employees and not independent contractors

Job Summary

- Behavior Technicians at New England ABA work directly with our clients in home and community-based settings.
- Behavior Technicians apply an individualized treatment plan written and supervised by a Board Certified Behavior Analyst (BCBA)/Licensed Applied Behavior Analyst in Massachusetts (LABA).
- Behavior Technicians continuously monitor clients' response

to treatment through data collection methods written and supervised by a BCBA/LABA.

- Sessions typically last two hours in duration and take place between 3pm – 8pm in the client's home and relevant community settings.
- Morning and early afternoon hours are less frequently available.
- The position typically offers between 15-20 hours per week.

Qualifications

- Applicant experience must have a high school diploma and a minimum of one year of experience working with children or adolescents.
- OR a bachelor's degree with 6 months experience working with children or adolescents.

Other Requirements

- Must be able to provide a current driver's license and proof of car insurance.
- Must be available to work weekday shifts between 3pm – 8pm.
- Weekend appointments will be available to interested applicants, depending on availability.
- Employment is subject to a criminal background check.
- Must be 18 years or older.
- Bilingual is a plus.

New England ABA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

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

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.

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

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. EE0

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