

# The South Coast Hot Jobs List – September 29, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 29, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

## **Surveillance Field Investigator – DigiStream Investigations, Inc.**

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*\$Full-time, \$40,000.00 to \$45,000.00 /year*

### **Position Summary**

DigiStream Investigations, a fast-growing national private investigations firm, seeks a talented addition to our investigative team in the Massachusetts region. We are looking for an independent, motivated individual who wants to get started in the world of Private Investigations!

### **Compensation:**

- Entry Level pay is \$15.00 per hour (10 hr./day, 5 days a week – frequent overtime)
- First-Year Total Compensation Range: \$40,000 – \$45,000

### **Job Duties:**

- Monitoring, following, and videotaping claimants as they conduct their normal day-to-day activities
- Excellent note-taking
- Detailed report rendering on the activities captured by the investigator
- On time arrival to scheduled cases
- Timely submission of completed reports and video evidence
- Excellent communication with area managers

**Job Requirements:**

- Post high school degree preferred
- Must be 21 years or older to apply
- Strong computer/grammar skills
- 50 hours per week on average (includes commute & drive time)
- Willingness to travel and stay overnight on remote assignments (as needed)
- Availability to work any day of the week, including weekends and holidays
- Ability to start work as early as 5:00am daily
- Must currently live in Massachusetts region
- Ability to pass pre-employment DMV check
- Good intuition
- Self-management
- Critical thinking
- Excellent driving skills
- Ability to blend in with the crowd

Candidate must have the ability to process many mitigating factors during the investigation. Decisions are expected to be made in an accurate and timely manner and in the best interest in preserving the confidentiality of the assignment in question.

**While working at DigiStream you will also enjoy the following benefits:**

- Professional Hands-On Training
- Company Surveillance Vehicle
- Company Equipment including: video cameras, laptops, tripod, fuel & maintenance card
- Cellphone Reimbursement
- Paid travel to and from local and remote assignments (door to door)
- NO OUT OF POCKET EXPENSES!
- Employee Benefits: Health, Dental, Vision, and Life insurance offered, and 401(k) retirement plans with 4% Company Match offered

**This job will challenge you to develop additional skills that can help lead to careers in:**

- FBI/Law Enforcement
- Fraud Examiner
- Forensic Science
- Journalism
- Paralegal/Legal Assistants
- Security/Corporate Investigations

**\*\*Only apply if you have availability to work any of the 7 days of the week, and only if you can work a 5 day per week schedule with an average of 10 hours per day, including weekends and Holidays\*\***

No phone calls please.

**Education:**

- High school or equivalent (Required)

**License:**

- Driver's License (Required)

**Required travel:**

- 50% (Required)

**Work Location:**

- On the road

**Benefits offered:**

- Paid time off
- Health insurance
- Dental insurance
- Commuting/travel assistance

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

**Package Delivery Driver – UPS (Dartmouth)**

UPS is accepting applications for full-time Package Delivery Drivers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 – 35 lbs. and may weigh up to 70 lbs. A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills. Some UPS facilities may require the ability to drive a delivery vehicle with a standard (manual) transmission. Qualified applicants must have a valid drivers license issued in the state that they live. Package Delivery Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

Full-time UPS employees work eight or more hours per day and workdays can vary (Monday – Friday) or (Tuesday – Saturday) depending on the building needs.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer. UPS does not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law

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

### **Holiday Clerk Assistant – United States Postal Service (New Bedford)**

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

**Position Information**

Individual(s) selected for this position will support USPS during the holiday season from November 09, 2019 through January 03, 2020.

**SALARY RANGE:**

- \$17.19 per hour paid bi-weekly

**BENEFIT INFORMATION:**

- May receive Wounded Warrior leave provided eligibility criteria are met. No other benefits are available for this position.

**Persons Eligible to Apply**

- All U.S. Citizens, permanent resident aliens, citizens of American Samoa or any other territory owing allegiance to the United States. Applicants must be available for screening activities, including an interview. Applicants entitled to veterans' preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position.

Applicants must apply online at [www.usps.com/employment](http://www.usps.com/employment) to be considered for this employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities, examinations, interviews and background checks will be conveyed by email. Please add the following email domain addresses to your contact list to allow all correspondences to be received.

**NOTICE SCREENINGS REQUESTED:** You may receive multiple requests for background checks in regards to this employment opportunity. Respond to all requests quickly as we anticipate filling our vacancies quickly and nonresponses may result in disqualification for this opportunity.

Current non-career Postal Service employees who wish to apply for this vacancy must go to [usps.com/employment](http://usps.com/employment) and use your existing eCareer Profile to apply. Do not log into

LiteBlue; if you logged into LiteBlue, log out and close your browser before going to [usps.com/employment](https://usps.com/employment).

### **Background Check**

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories.

As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

### **Functional Purpose**

- Performs a variety of distribution, and sales and customer support duties for postal products and services.

### **DUTIES AND RESPONSIBILITIES**

1. Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products

and services, accepting and delivering packages and mail.

2. Provides sales and customer service support by greeting customers, offering assistance with product selection and use

of  
self-service kiosk.

3. Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.

4. Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.

5. Distributes and scans incoming and outgoing mail at a post office, branch or station.

6. Performs any variety of mail processing tasks such as, preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays or containers, monitoring mail flow and culling out non-processable items.

7. May perform additional duties as assigned including but not limited to maintaining records of mail; facing and canceling mail; making emergency carrier relays; labeling and tying out mail for dispatch and other related duties for distribution.

## **SUPERVISION**

- Supervisor Customer Services, or other supervisor/designee.
- Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug-free. Applicants must also be a U.S. citizen or have permanent resident alien status.

## **IMPORTANT INFORMATION:**

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans'

preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

**SPECIAL NOTE:**

- Current career Postal Service employees are ineligible to apply to this posting.

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

**Border Patrol Agent – U.S. Customs and Border Protection**

Border Patrol Agents prevent terrorists and terrorists' weapons from entering the United States by securing our land borders and coastal waters from between ports of entry. Working for U.S. Customs and Border Protection (CBP) means keeping your country safe from dangerous people and materials attempting to cross our border.

CBP relies on men and women with integrity to carry out our mission – to protect. The career opportunities are vast, from K-9 Inspection to Special Response Team to Horse Patrol, and more. And the benefits are rewarding, including competitive pay, paid time off, health and life insurance, and a generous retirement.

**Responsibilities:**

A fully trained Border Patrol Agent (BPA) may be eligible for overtime pay (up to an additional 25% of salary). Border



Patrol Agents (BPA) may also have a higher starting salary based on their duty location.

**Shift Work/Overtime:**

This position requires regular and recurring shift work. You must be willing and available to work rotating shifts. You may also be rotated between assignments and duty locations. You could be required to work overtime on a daily basis and will be compensated up to an additional 25% of your base pay in accordance with the Border Patrol Agent Pay Reform Act of 2014.

This is a career ladder position with a grade level progression of GL-5, GL-7, GL-9, GS-11, and GS-12. You will be eligible for a promotion to the next higher grade level (without re-applying) once you successfully complete 52 weeks in each grade level (with supervisor approval).

Being a Border Patrol Agent makes you a valuable member of the Federal Law Enforcement Officer (LEO) profession.

**Typical assignments include:**

- Detecting, preventing, and apprehending undocumented aliens and smugglers of aliens at or near the land borders by maintaining surveillance from covert positions
- Responding to electronic sensor alarms
- Interpreting and following tracks, marks and other physical evidence
- Using infrared scopes during night operations
- Responding to aircraft sighting and other anti-smuggling activities
- Performing farm and ranch checks, traffic checks, city patrols, and transportation checks
- Patrolling the international boundary and coastal waterways and using a variety of Government assets for the accomplishment of the USBP Mission. These assets may include, but are not limited to: vehicles, horses, vessels, water crafts, off-road vehicles, ATVs, snowmobiles, and motorcycles.

This position requires wearing an officially approved uniform and complying with established grooming standards found here; as established by the Border Patrol's Uniform and Grooming Standards Policy #07-09126. Please note that in accordance with these standards, tattoos and/or brandings on the head, face, neck or hands are not permitted. Obscene, racially/ethnically derogatory and/or gang tattoos or brandings shall not be visible. All visible tattoos and/or brandings will be covered while performing the following volunteer duties: Recruiting, Public Affairs Officer, Oral Hiring Boards, International Liaison duties, Community Affairs or judicial proceedings.

**Travel Required:**

Occasional travel – Travel may be required based on operational needs

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

**Retail Sales, Cashiers, Stock Associates – Bed Bath & Beyond (Dartmouth)**

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

Please join us on Thursday, September 26th at this location. We will be interviewing between the hours of 12:00pm and 6:00pm – No appointments necessary. Please apply on-line before arriving.

**National Hiring Day 2019**

Thursday, September 26th

12:00pm to 6:00pm

*On the spot interviews. Quick hiring decisions.*

This store location will be interviewing between the hours of 12:00pm and 6:00pm for all open retail positions including retail sales, customer service, stock associates. No appointments necessary. Please apply online before you arrive.

If you are not available to interview on this date or time, please search our career page for opportunities or apply in-person at your local store location and ask for the Leader on Duty.

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

Team Member – Domino's Pizza

*Full-time, Part-time, \$12.00 to \$15.00/hour*

JOIN OUR AWARD-WINNING TEAM. NEW BEDFORD ( 821 Rockdale Avenue, 109 Rockdale Avenue) Make Great Pizzas, Make Great Dough! Compensation: Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Requirements to join our award-winning team: \* Enthusiasm, strong basic math and spelling skills. \* Commitment to teamwork, desire to work in a fast-paced environment. \* Bilingual or multilingual a plus. Must be over 18-years for most positions, but strong youth candidates encouraged to apply. Part-time and full-time positions available. Equal Opportunity Employer. Apply online at: <https://jobs.dominos.com/dominos-careers>

**Experience:**

- Customer Service: 1 year (Required)

**Education:**

- High school or equivalent (Required)

**Benefits:**

- Flexible schedule

**Hours per week:**

- 20-29

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

**Crew Member – Wendy's (Fairhaven)***Part-time*

Discover what's right for you. At Wendy's, you'll find a fast-paced, high-energy environment where everyone on the team works together, and also knows how to have fun!

**As a Crew Member at Wendy's, you'll enjoy:**

- Competitive pay and generous benefits, including employee meal discounts
- Flexible full-time or part-time work schedule that makes sense for you
- One-on-one, self-paced training, and promotion from within
- Opportunity to gain experience in all aspects of restaurant operations, from customer service to food prep, cash handling and opening/closing duties
- Defined career paths for those who are interested in a career at Wendy's

If you're interested in a position that rewards your commitment, then Wendy's is right for you. We encourage you to complete our application process and look forward to discussing your place on the Wendy's team.

The responsibilities and qualifications described above are for positions at Wendy's International, Inc. company-owned and operated restaurants. A large percentage of Wendy's restaurants are independently owned and operated franchised Wendy's restaurants. Job descriptions, compensation, benefits and other employment terms and conditions applicable to positions at independent franchised Wendy's Restaurants will vary and are determined solely by the Franchisee.

Our candidate has a strong customer focus, initiative, and a can-do attitude. We're looking for real team players who can take and receive direction well and accomplish many tasks during one of our action-packed shifts. Whether you're wearing a headset and manning the drive-thru, greeting customers and running the register, preparing menu items, loading stock or keeping the restaurant clean and inviting, your accuracy and attention to detail are qualities that will make you a star player on the Wendy's team.

Wendy's is an equal employment opportunity employer who may provide reasonable accommodation to enable individuals with disabilities to perform the essential functions of the job.

**The following are examples of some, but not all, of the essential job functions of a Crew Member position at Wendy's:**

- Ability to stand for long periods
- Frequent bending, kneeling, lifting (25 – 50 pounds)
- Ability to use Headset to take customer orders or to take or give direction
- Ability to use general restaurant equipment (e.g. warmer, fryer, slicer, grill, etc.)
- Ability to come to work promptly and regularly
- Ability to take direction and work well with others
- Ability to accomplish multiple tasks within established timeframes
- Ability to concentrate and perform duties accurately
- Ability to learn and apply policies and procedures
- Ability to react to change productively and handle other tasks assigned
- Ability to complete all applicable training programs
- Ability to work in a fast-paced environment that may involve exposure to noise, heat, cold or other elements

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

**School Safety Staff – New Bedford Public Schools**

This is a PART-TIME (School Year) Position Provides a safe and secure environment for learning.

- Patrols interior points of entrance/exit, passageways, common areas including restrooms, instructional areas, gymnasium, auditorium, cafeteria and assembly areas as assigned Ensures appropriate pedestrian traffic patterns and flow along interior passageways and exterior walkways.
- Monitors motor vehicle traffic issues around assigned facility, including but not limited to vehicle-free zones/building proximity, parking areas and speed.
- Pre-qualifies vendors and/or external contractors and monitors accountability using registration (sign-in/-out), identification badge assignment, controlled access areas and passage routes throughout the facility.
- Provides directions as needed as well as information regarding visitation policies and protocols to all authorized vendors and/or external contractors.
- Provides security presence as directed at academic, athletic and social events both during and after regular school hours.
- Controls and diffuses disturbances before, during and after school hours, within school buildings, upon school grounds and along access and egress routes. Assists school resource (police) officers, local police and fire safety officers as necessary.
- Maintains logs, prepares reports and/or other documentation related to security and/or safety.
- Performs other related duties as assigned.

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

### **Court Monitor – FunZ Trampoline Park (New Bedford)**

#### *Part-Time*

As a Court Monitor, your job would be to enforce the rules of the park and ensure customer safety! Also, you will be responsible for helping to clean and maintain our park. We are

looking for people preferably with customer service experience. Must be able to work weekends.

**Education:**

- High school or equivalent (Preferred)

**Work authorization:**

- United States (Required)

**Additional Compensation:**

- Store Discounts

**Hours per week:**

- 10-19

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

**Director of Purchasing – City of New Bedford**

**PAY: \$79,326 – \$99,166**

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures. Reviews and approves all purchase orders generated by every department; ensures that they comply with all laws, purchasing procedures and policies; attends meetings, trainings, workshops as required to perform job functions. Obtains, reviews, and evaluates comparative prices and quotes; assists in negotiations with vendors, awards and drafts contracts, renewals, change orders.

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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

## **Corrections Officer – Bristol County Sheriff's Office (North Dartmouth)**

*Full-time, \$46,611.55 to \$60,899.28/year*

Bristol County Sheriff's Office (BCSO) is looking to hire Correction Officers. Starting salary \$46,611 to \$60,899, two weeks paid vacation, three personal days, health, dental and vision benefits, earned sick time, and state pension.

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

CORRECTION OFFICER SHALL FOLLOW THE BRISTOL COUNTY SHERIFF'S OFFICE CHAIN OF COMMAND AND WORK UNDER THE SUPERVISION OF THE ASSIGNED SERGEANT AND/OR RESPECTIVE ZONE LIEUTENANT.

### **REQUIRED DOCUMENTS:**

- Valid Driver's License
- High School Diploma or GED
- Birth Certificate or Certificate of Naturalization

### **RESPONSIBILITIES:**

- THE SUPERVISION OF STAFF IN PERFORMING POST ASSIGNMENTS WITHIN THE RESPECTIVE CORRECTIONAL FACILITY, ENSURING AREAS OF RESPONSIBILITY ARE MAINTAINED IN A CLEAN, SECURE AND SANITARY MANNER.
- OBSERVING THE DAILY ACTIVITIES OF ALL INMATES/DETAINEES COMMITTED TO THE CUSTODY OF THE BRISTOL COUNTY SHERIFF'S OFFICE.
- INITIATE AND DIRECT SEARCHING OF VARIOUS SECTIONS OF THE RESPECTIVE UNITS FOR CONTRABAND IN ACCORD WITH B.C.S.O PROCEDURES



- SHALL DIRECTLY COMMUNICATE WITH OTHER OFFICERS ASSIGNED TO THE SAME UNIT ROTATION ABOUT UNIT CLIMATE ISSUES, MAINTENANCE REQUESTS, INMATE UNIT WORKER ASSIGNMENTS, ACTIVITY SCHEDULES, RELEASE OR OTHER PERTINENT PROBLEMS.

**Benefits:**

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off

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

**Team Member -Chipotle (Dartmouth)**

*Part-time*

**Job Description**

At Chipotle, we've created something special: a better place to eat and work. Many employees start just expecting a paycheck, but end up with a rewarding career. We provide exceptional training and a clear career path – over 80% of our managers got promoted from Crew.

**What's in it for you:**

- Tuition assistance (up to \$5,250 a year)
- Free food (yes, really FREE)
- Medical, dental, and vision insurance
- Paid breaks
- Paid time off
- Holiday closures
- Full time and part time opportunities
- Opportunities for advancement (80% of managers started as crew)
- Customized college degree programs that can be completed in as little as 18 months, for as low as \$250 a year\*
- Competitive compensation, including stock and company car allowance for our highest-performing managers (Restaurateurs)

**What we're looking for:**

- Someone with a friendly, enthusiastic attitude
- Someone that loves to help and serve others (both customers and team members)
- Someone ready to learn how to cook (a lot)
- We prepare real food by hand every day in our restaurants. No freezers, microwaves or can openers to be found.

We welcome experienced restaurant professionals and novices alike. We'll provide the training you need to feel confident working at any station – grill, cashier, prep, salsa and expo. We take pride in our exceptional customer service and it's up to each of our team members to create the friendly atmosphere that our customers expect and enjoy. So, whether you have experience as a dishwasher, cashier, server, host, bartender, cook, prep cook, FOH/BOH or no experience at all, we're always looking for passionate and enthusiastic people to join our team.

At Chipotle, you'll be part of a team that is working to cultivate a better world. If that sounds like something you would like to be a part of, apply today.

**Requirements (the fine print):**

- You have to be at least 16 years old to work at Chipotle
- You need to be able to communicate in the primary language(s) of the work location
- Receive up to \$5,250 from Chipotle in tuition assistance and up to \$5,185 in federal grants each year. Combined with up to 44 earned credit hours from on-the-job training at Chipotle, you could earn your degree for as little as \$250 a year.

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

**Crew Member – Tropical Smoothie Cafe (Dartmouth)**

*Part-time*

Tropical Smoothie Café of Dartmouth is seeking enthusiastic,

hardworking, and reliable individuals for morning, early afternoon and evening shifts. Responsibilities include assisting with morning food prep, making smoothies, making food and cash register. Must have “trop” attitude and have what it takes to deliver unparalleled hospitality to our customers. Apply online at <https://www.tropicalsmoothiecafe.com/work-with-us/apply/604>

**Shifts:**

- Morning (Preferred)
- Mid-Day (Preferred)
- Evening (Preferred)

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

**Cashiers, Delivery Drivers, Kitchen Help – Wings over New Bedford**

Wings Over New Bedford is a new store in New Bedford MA. We are hiring in all positions full time and part-time. We are looking for individuals to come join our wings team. We offer flexible schedules. Drivers must have their own vehicles and insurance. Come down and apply at our location, 972 Kempton St New Bedford, MA 02740.

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

**Pest Control Technician – Profishant, Inc (Fairhaven)**

*Full-time, \$13.00 to \$16.00/hour*

**Position Summary**

- No Experience Needed (pay based on experience)
- Great customer service skills
- Demonstrate professional communication skills
- Respond to customer complaints and communications
- Maintain log books up-to-date with insurances, technician licenses or other required documentation
- Provide onsite client training

- Wildlife or Termite experience a plus but not required
- Active certification a plus but not required
- Must be able to work in all conditions, heat cold, rain Etc.
- Mosquito and tick experience a plus.
- Must be able to work flexible hours (come in early or stay late if needed)

**License:**

- Massachusetts Pesticide Applicators License (Preferred)

**Benefits:**

- Health insurance
- Dental insurance

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

**Account Clerk – City of New Bedford Auditor's Office**

**PAY: \$15.46 – \$20.92**

Performs a variety of general office functions including data entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other projects as needed. Attends meetings, trainings, workshops, conferences and classes for the purpose of increasing knowledge and/or gathering information required to perform

functions.

High school diploma and knowledge equivalent to specialized course work in general office practices such as accounts payable, general accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience. 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](http://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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

### **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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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#### 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](http://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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

### **Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches**

**PAY: \$47,339 – \$59,178**

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective

and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. 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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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Have a job to add to the Hot Jobs List? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).