

The South Coast Hot Jobs List – October, 06 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of October 06 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

SSYI Case Manger – United Way of Greater New Bedford

\$17 an hour

United Way of Greater New Bedford (UWGNB) fights for the health, education, financial stability and basic needs of every person in the nine communities it serves. We are actively involved in our communities, supporting organizations and strategically creating initiatives and offering services where gaps exist.

Every United Way of Greater New Bedford staff member serves as an ambassador for the organization, demonstrating a culture of fundraising, service and volunteer engagement.

Since 2017, UWGNB has served as the Lead Agency for New Bedford's Safe & Successful Youth Initiative (SSYI), a statewide initiative funded by the Executive Office of Health and Human Services aimed at reducing youth violence in communities. SSYI is a youth violence prevention and intervention initiative that operates in MA cities with the highest juvenile crime rates. SSYI targets a small number of young men and women ages 17-24, that local police have identified as "proven risk" or "impact players." These individuals are substantially gang involved, most likely to be a victim or perpetrator of violent weapons offense, or engaged in high volume illegal activity. SSYI reaches out to these individuals and offers a chance to redirect their lives through educational, employment, and behavioral health

services.

The ideal candidate for this position will have a thorough understanding of and have strong ties to the New Bedford community and have existing relationships with its community members. They will be familiar with the youth gang culture in our community and have the experience and skills required to work effectively with very high-risk young men and women.

Duties and Responsibilities:

- Engage and provide support to identified participants utilizing case management tools provided
- Work with the SSYI Director to complete Intake-Assessments/ORAS to identify participants criminogenic factors
- Create individualized service plans (ISP's) and adopt S.M.A.R.T. Goals model for each participant
- Diligent data entry into the SSYI CRM
- Monitor participant activity related to achieving personal and programmatic goals, and providing corrective action revisions to participant portfolios as needed
- Be available to SSYI Participants for individual consultation as needed
- Maintain accurate documentation of service objectives and outcomes
- Monthly review/audit of client files to ensures plans address identified needs, are up-to-date and data quality is maintained
- Ensure that participants are knowledgeable of advocacy supports available to them
- Assist in obtaining necessary resources/ documentation to achieve portfolio management goals
- Analyze program data and plan for program improvements
- Work with the SSYI Director to create opportunities for SSYI participants in education, work force development, on the job training, and life skills
- Exhibit professionalism in all job functions, including confidentiality and establish and maintain effective

relationships with all collaterals

- Work in collaboration with the New Bedford SSYI Funded Partners: New Bedford Police Department, Child and Family Services, • • Office of the Sheriff's Department to meet program goals and performance targets
- Attend monthly case management meetings
- Attend program-related community, initiative and committee meetings;
- Attend trainings/workshops for professional development
- Participate in weekly supervision with supervisor(s)
- Adheres to strict boundaries and professional ethics in the care of others
- Conducts crisis intervention as needed
- Commits to continuous growth and learning through consultation, training, and in-service opportunities

Desired Knowledge and Qualifications

- Familiarity with the New Bedford community
- Understand and relate well to the target population/participants
- Knowledge of and ability to work well with local agencies and institutions that serve this population (i.e. social services, DYS, DCF, law enforcement, courts, parole, corrections and others)
- Possess strong communication and interpersonal skills
- Able to prioritize tasks and work independently in the absence of supervision
- Experience in case management
- Experience with Microsoft Office

Requirements:

- Minimum High School Graduate or Equivalent, Post HS education preferred and a valid driver's license and personal vehicle is required.

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

Watchperson – Buttonwood Park Zoo

PAY: \$13.92hr – \$18.31hr (plus 7% night differential)

Provides security to eliminate thefts or vandalism to vehicles and property, and performs janitorial duties. Guards against fire, theft, vandalism and unlawful entry at assigned areas and buildings; checks locks to see that they are secure; maintains order in a given area; reports situations to police that cannot be handled immediately. Checks the validity of individuals' credentials; patrols buildings and grounds looking for foreign objects, missing or inoperable lights. Checks gates, doors, exhibit fences inside perimeter; patrols parking lot. May perform other duties such as checking boilers, regulating heat. Maintains and cleans buildings, offices and restrooms to ensure that these are kept clean and orderly. This position is deemed essential personnel and must report for duty during emergency situations.

Possession of a valid Massachusetts driver's license with a good driving record. Operates a motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

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 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 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.

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](#)

Office AP Admin – Parallel Products

POSITION SUMMARY

Plant Accounting/Administration Team Member: A general accounting position focused on financial accounting and reporting responsibilities for a given location. Typical duties involve but are not limited to: accounts payable and general ledger activity and reporting. Specifically, this position is responsible for ensuring that all vendor invoices are reconciled, approved and submitted for payment. This position is also responsible for the invoicing for accuracy, review, reconciliation and submission of receivables for their facility to be transferred to corporate accounting for processing. Additionally, this person may have other administrative duties as assigned by the plant manager.

ESSENTIAL FUNCTIONS

- Reasonable Accommodations Statement
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Reconcile gauge sheet with bill of lading for tolled and non-tolled full product. Discrepancies must be addressed immediately with the plant and/or elevated to customer service department.
- Create certificates of destruction as needed.
- Send photos as needed to accounting and/or customer to verify special billing.
- Bills of Lading for dunnage returns.
- Maintain customer commodity reports.
- Reconcile the site-specific monthly customer inventory reports.
- Volume reports to Plant Manager.
- Prepare and send weekly invoicing reports to accounting.
- Request tickets and schedule shipments thru customer service.
- Order office and safety supplies.
- Manage invoicing issue relating to customer accounts.
- Consolidate and audit the shred paperwork, scale tickets, and bill of lading for submission to accounting for invoicing.
- Schedule and produce bills of lading for outbound shipments.

POSITION QUALIFICATIONS

- Competency Statement(s)
- Ethical – Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Accuracy – Ability to perform work accurately and thoroughly.
- Customer Oriented – Ability to take care of the customers' needs while following company procedures.
- Financial Aptitude – Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Organized – Possessing the trait of being organized or following a systematic method of performing a task.
- Time Management – Ability to utilize the available time to

organize and complete work within given deadlines.

SKILLS & ABILITIES

- High School Graduate or General Education Degree (GED): Required Bachelor's Degree (four year college or university) or equivalent experience will be preferred
- 3 plus years of experience in Accounting and Admin support role
- Proficiency with Microsoft Office products including Outlook, Excel and Word. Customizable accounting software is essential for success in this position.

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

Executive Virtual Assistant – Allstate Insurance

\$25 – \$30 an hour – Part-time, Contract

We are looking for a Virtual Assistant to provide administrative support to our team while working remotely.

As a Virtual Assistant, you will perform various administrative tasks, including answering emails, scheduling meetings and making travel arrangements. For this role, a strong Internet connection is required, along with experience using communication tools like Volp Phone.

Responsibilities

- Respond to emails and phone calls
- Schedule meetings
- Book travel and accommodations
- Manage a contact list
- Prepare customer spreadsheets and keep online records
- Organize managers' calendars
- Perform market research

Requirements

- Proven experience as a Virtual Assistant or relevant role
- Familiarity with current technologies, like desktop sharing,

cloud services and VoIP

- Experience with word-processing software and spreadsheets (e.g. MS Office)
- Knowledge of online calendars and scheduling (e.g. Google Calendar)
- Excellent phone, email and instant messaging communication skills
- Excellent time management skills
- Solid organizational skills

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](#)

Front Desk Coordinator/Receptionist – New Bedford Pediatric Dentistry & Orthodontics

New Bedford Pediatric Dentistry & Orthodontics is seeking a Front Desk Coordinator who is reliable, motivated, organized, efficient, with outstanding communication skills, and a team

player to join our practice. Spanish speaking a plus. This is a Full-time position with benefits.

Responsibilities include:

- Patient scheduling
- Accounts receivables
- Extensive phone communication skills
- Background of dental insurance coverage's including orthodontics, co-payment allocations, insurance billing including orthodontics
- Knowledge of Masshealth Insurance.
- Strong computer knowledge including Eaglesoft

Experience:

- Dental office: 1 year (Preferred)

Language:

- Spanish (Required)

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

Dental Receptionist – Signa Dental Care (Fairhaven)

Full-Time

Our growing Dental practice is looking for a full-time receptionist to join our team who is willing to be trained as a Dental Assistant. We offer a dynamic working environment, state of the art technology, and exceptional patient care.

As a receptionist, you are responsible for greeting incoming patients and visitors, relaying incoming telephone calls, and performing various clerical duties in a professional manner.

Responsibilities include the following:

- Answer multi-line telephone system, take accurate messages, screen and direct telephone calls to the appropriate person in an efficient manner.
- Greet and identify patients and visitors as they enter the office in reference to the daily schedule and obtain

additional patient information as needed.

- Request patients and visitors be seated in the waiting room in a courteous manner and communicate unexpected delays when necessary.
- Review patient charts to ensure proper documentation and information are enclosed in accordance with practice guidelines.
- Acquire necessary medical records and documents for patient charts by communicating via telephone, facsimile or in person with other office locations or office personnel.
- Maintain a neat and organized waiting room and order supplies as needed.
- Schedule patients for appointments and “re-call” appointments in an efficient and productive manner.
- Receive payments from patients for services rendered and prepare bank deposits on a daily basis.
- Maintain accounts receivable records and place necessary collection calls to patients and insurance companies in a professional manner.

Experience:

- Dental: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

Language:

- Spanish (Preferred)

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. 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](#)

Office Administration Assistant – Amaral Bus (Westport)

\$18 – \$20 an hour – Full-time, Part-time

Due to recent expansion within the company, Amaral Bus Co., Inc. is seeking an Office Administrative Assistant, who is proficient in Microsoft office, is detail-oriented, has strong customer service skills, and is looking to grow within the company.

The Office Administrative Assistant will assist the transportation Director with the day to day duties of overseeing bus routes, including; updating route changes, data entry, marketing, and helping to ensure the safe transportation of students.

- Ability to work either split shift (6:00am-10:00am, 1:30pm-5:30pm) or standard shift

(9:00am-6:00pm)

- Weekends, Holidays, and School vacations off
- Paid Vacations, Major Holidays
- Full-time position includes Health Insurance, Vision, Dental and profit-sharing
- Career advancement opportunities

CDL Class B is not required but can be obtained through our training program.

Qualifications:

- Strong organizational and planning skills
- Ability to work in a fast-paced environment
- Excellent written and verbal communication skills
- Valid Driver's License, reliable transportation
- Clean CORI background check

Education and/or Experience Required:

- College Education: 2+ Years (preferred)
- Microsoft Office: 2+ Years (preferred)
- Administrative: 2+ Years (preferred)
- Customer Service: 4+ Years (preferred)

Experience:

- Microsoft Office: 2 years (Preferred)
- Administrative: 2 years (Preferred)

Education:

- High school or equivalent (Preferred)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off

Must Apply in Person at:

1090 State Rd

Westport MA 02790

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

Secretary of Oncology – Saint Anne’s Hospital (Fall River)

Part-time

Job Summary:

- Performs a variety of secretarial and clerically related patient/client support to the Medical Oncology Department

Minimum Education Requirements:

- High School diploma or equivalent. Associate’s degree in Secretarial Science preferred.

Minimum Work Experience:

- Minimum of six months previous related experience within hospital or medical practice setting – familiarity with medical scheduling/information systems preferred. Proficient in typing, word processing, medical terminology and basic computer skills.

Other skills and abilities:

- Typing, word processing, business communications, and basic mathematics. Bilingual candidates strongly preferred. Ability to perform clinical competency standards set forth by St. Anne’s Regional Medical Center including adherence to all policies and procedures of the organization.

Equipment/Software/Certification:

- Basic computer skills required – proficient in Microsoft Office Operating Systems.

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

Surveillance Field Investigator – DigiStream Investigations, Inc.

Surveillance Field Investigator – DigiStream Investigations,

Inc.

\$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](#).

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.

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. EE0.

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. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

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