

# The South Coast Hot Jobs List

## – December 01, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of December 01, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

### **Shipping/Receiving Clerk – TekWissen LLC (New Bedford)**

*\$13.63 an hour – Contract*

#### **General Overview:**

Perform a variety of very tasks involving the proper shipment and receipt of packages, as well as responsible operation of company vehicle(s) for deliveries and/or pick-ups as directed.

#### **Essential Elements:**

- Receive, open and deliver packages and materials. Unload or assist in unloading trucks (including coils, strip stock, boxes, crates, etc.) using forklift, hand truck or hand jack.
- Verify and record purchase order receipt on computer system to create receiving tag.
- Work with Purchasing and Accounting Departments on purchase order questions or discrepancies. Work with Accounting on C.O.D. deliveries. Work with Sales and Packing Departments on shipments to customers.
- Proficiency in using UPS, Federal Express and other carrier software, forms, rates, and procedures.
- Knowledge of all international export shipping paperwork, documentation and requirements including, Freight Forwarder requirements such as commercial invoices, letters of instructions, sight drafts and export license procedures.
- Familiar with Automated Export Systems (AES) procedures and requirements.
- Driving responsibilities include responsible operation of company vehicle picking up and/or delivering company products

and materials as directed.

- Must have valid Massachusetts driver's license, and must maintain a safe driving record, following all appropriate laws.
- Maintain company vehicle in safe operating condition.
- Monitor operations and take corrective action as required.
- Refer unusual circumstances to group leader or supervisor.

**Secondary Elements:**

- Maintain established quality standards and follow quality procedures.
- Prepare and maintain records and reports as required.
- Ensure that work area and equipment are maintained in a clean, safe and orderly condition, that prescribed safety measures are followed, and that established company policies and procedures are adhered to.
- Perform other related duties as assigned or as required.
- Work overtime as needed or as required with appropriate notice and in accordance with company policy.
- Move material up to 75 lbs. to other departments using hand truck or cart.
- Maintain shipping and packing inventory needs such as boxes, foam, shipping peanuts and tape.

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

**Multiple Positions – Complete Labor & Staffing**

**IMMEDIATE OPENINGS for multiple positions.**

*Complete Labor and Staffing is looking for the following:*

- Carpenters
- Manufacturing
- Production

**REQUIREMENTS: Reliable transportation and a drivers license.**

Stop by their downtown New Bedford Location and ask for Katie.

If you meet the above requirements just bring yourself down to 256 Union Street, New Bedford. They are open daily from 5am until 7pm.

If you are willing and able to work hard and have a positive attitude, Complete Labor & Staffing will put 100% effort into finding the right assignment for you. Their offices open at 5:00AM, and we begin the process of finding the right assignment for you that matches the skills you possess and interest that you have. Many assignment begin daily, and many progress to week-long assignments and in often cases, full-time employment! Please stop by one of our 10 locations, complete an application and meet us! Let's get you to work!

**What is needed to apply:**

Please bring two forms of valid ID (Example: Driver's License, State Id, Military Id, Passport, in conjunction with Social Security Card, Birth Certificate) You will be required to fill out an application. If you have any certifications, Example: Osha, CDL-A, Medical Card, Dot Card, Forklift Certification etc. please provide them.

A resume is helpful, but not required

**Located at:**

*256 Union Street  
New Bedford. MA  
508-858-5595*

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

*Full-Time*

**Description:**

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](#)

## **School Bus Drivers, Monitors, Mechanics and HR/ Accounting – Amaral Bus Company (Westport)**

**Licensed School Bus drivers will receive a \$500 signing bonus.** School Bus Drivers Wanted! Up to \$28.75 per hour (Southcoast and Tri-Town areas)

Amaral Bus Co., Inc. is committed to providing quality, safe, transportation. Monday thru Friday work Week. Weekends and major holidays off. Summer and school vacations off. Extra work during school closings available if you choose. Able to collect on any time off.

We have routes, field trips, and sports trips. The choice is yours. **PLEASE APPLY IN PERSON.**

- School Bus driving is a part time job averaging 20-25 hours per week. You can make more money than some full time jobs.
- Opportunities for more hours are available.
- Must have a C.D.L. Class B License with School Bus and Passenger endorsement to drive a school Bus.
- Free C.D.L. School Bus training to qualified applicants.
- Paid sick time and Yearly Attendance Bonus.
- Wages depending on school district and contract. Earn up to \$28.75 per hour.

Management opportunities. Room for growth! Must be 21+ to get your School Bus license. Must be MA resident to qualify for free training.

### **PLEASE APPLY IN PERSON AT:**

*Amaral Bus Co., Inc.*  
*1090 State Rd*

*Westport, MA, 02790*

**School Bus Monitor:**

Amaral Bus Co., Inc. is committed to providing quality, safe, transportation.

- Responsible for the safety, and welfare of students who ride your bus.
- Monday thru Friday work Week. Weekends and major holidays off. Summer and school vacations off. Extra work during school closings available if you choose. Able to collect on any time off. Must have a license and reliable way to work.
- Split Shift Schedule.
- School Bus Monitoring is a part-time job averaging 24 hours per week.
- Free C.D.L. School Bus training to qualified applicants.
- Paid Sick time and Yearly Attendance Bonus.
- Management opportunities.
- New Equipment.

**\$13.00 per hour PLUS weekly attendance bonus**

**PLEASE APPLY IN PERSON AT:**

*Amaral Bus Co., Inc.*

*1090 State Rd*

*Westport, MA, 02790*

**NO Phone Calls or E-mails.**

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**Accounting/HR Clerk**

Amaral Bus Co., Inc is looking for a talented Accounting/HR Clerk to join our team. **This is a full-time position; Monday-Friday; 40 hours/week with great benefits.**

The Accounting/HR Clerk is an integral part of the company performing diversified duties. The primary responsibilities will be recording all financial transactions into QuickBooks,

assisting the President with month-end procedures, reporting, audits, and contract renewals. The qualified candidate is highly analytical and possess an advanced level of Microsoft Excel skills. The successful candidate is well organized, has excellent interpersonal, communication, and problem-solving skills, is a team player and has the ability to multi-task.

**Essential Duties and Responsibilities:**

- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Creates, and provides reports to President, Vice President, Accountant, and Management
- Analyzing data flows for process improvement opportunities
- Accurately process weekly payroll in accordance with state and federal laws and in accordance with company pay regulations using ADP WorkForce Now.
- Practice timely preparation of all payroll operations working closely with Management to ensure that deductions, liens, and payroll actions are in conformance with employment benefits practices and accounting procedures.
- Ensure that employee files are properly maintained
- File EEOC and other required reports to State and Federal Agencies
- Process Accounts Payable
- Process Accounts Receivable
- Bank Reconciliations
- Research invoice and accounting system discrepancies
- Prepares and processes monthly invoices
- Prepare and post Journal Entries
- Communicate with clients, vendors, managers, and other professionals
- Responsible for gathering information required for audits, tax preparation, and monthly financial reporting
- Manage and maintain Accounts Payable filing system
- Create Accounting files and prepare financial documentation
- Special Accounting and ad hoc projects as needed

**Education & Requirements:**

- Bachelor's Degree preferred
- 3+ years payroll experience preferred
- Experience with ADP Workforce Now preferred
- Advanced QuickBooks Desktop experience preferred

**Skills/Qualifications:**

- Strong understanding of general accounting practices and procedures
  - Advanced proficiency in QuickBooks
  - Advanced proficiency in MS Office software
  - Strong understanding of payroll processing
  - Strong strategic, financial and analytical skills
  - Strong "hands-on" work ethic
  - Excellent organizational skills
  - Must possess initiative, energy, and drive
  - Excellent verbal and written communication skills
  - Ability to multi-task under pressure in a high volume, fast paced environment
  - Ability to professionally interact with all levels of management and co-workers
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**Mechanic**

Amaral Bus Co., Inc. is searching for experienced technicians/mechanics to join our team. Technicians will be working on customer vehicles as well as dealership vehicles.

**Pay Rate: \$18.00- \$28.00/ hour depending on experience.**

Applicants should have their own tools and be proficient in, or willing to learn, how to repair/diagnose electrical systems, mechanical systems, suspension systems, brake systems, heating & A/C systems, and emissions systems. The applicant's experience can be with auto and/or diesel engines. Experience performing MA inspections and wheel alignments is a plus.

**Our shop is equipped with the following systems to help with your tasks:**

- Alldata
- Mitchell Ondemand
- Identifix
- JPro
- Cummins Insite
- Autel
- Robinair A/C machine
- Vacutec Evap Smoke Machine
- Hunter alignment system

**Benefits offered:**

- Health insurance
- Dental, vision, and hearing Aflac available
- Profit sharing
- Paid holidays, sick time, & vacation time
- Training offered as new software/systems are introduced

All applications and interviews are confidential.

**No Phone Calls or E-mails. Please come to our office and fill out an application in person.**



1090 STATE ROAD WESTPORT, MA 02790

**Team Member – Five Guys (Wareham)**

*\$14 an hour ++ – Full-time, Part-time, Internship*

Looking to hire a great team for our newest location in PLYMOUTH. Offering a sign on bonus of \$150 payable in January



if still active with us. Earn \$14/hr and more with tips and weekly Customer service \$\$ rewards. Come work in fun environment with great possibility for advancement. Please forward resume or call 781-664-3428 for more details.

**Additional Compensation:**

- Tips
- Bonuses
- Store Discounts

**Benefits:**

- Signing bonus
- Paid time off
- Flexible schedule
- Parental leave
- Professional development assistance

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

**Wood Components Assembler – National Lumber Family of Companies (New Bedford)**

*Full-Time*

Family owned and operated since 1934, National Lumber is the largest independent building materials supplier in New England. We believe in offering satisfying careers, not just jobs. Currently, we have an opportunity available for a Wood Components Assembler in our manufacturing plant – Reliable Truss and Components – a division of National Lumber. Ambitious individuals who want to move up in a company should apply. Co-workers support each other and teamwork is encouraged. This is a nice opportunity to join a growing company and work with a friendly team.

**Job Description:**

Duties include setting up lumber for trusses and wall panels on an assembly table based on production shop drawings. This includes using settings, stops, jigs and plates for the best

production efficiency. Responsibilities also include verifying that all material for orders is the correct size, species, grade, angle and length. Knowledge of lumber products and wood construction very helpful. State of the art technology will be used. Those with transferable skills may be considered. Full time with full benefit package.

**Qualifications:**

- Wood construction/framing experience
- Prior work in a manufacturing plant setting

**Benefits:**

- Medical, Dental, Vision, Life Insurance, Disability Insurance, Paid Vacation, Paid Sick Time, 401k, Uniform Allowance, Employee Discount, Tuition Reimbursement

**Experience:**

- Wood construction assembly: 1 year (Preferred)
- Manufacturing: 1 year (Preferred)
- Building materials industry: 1 year (Preferred)

**Benefits:**

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Tuition reimbursement

**This Company Describes Its Culture as:**

- Team-oriented – cooperative and collaborative.

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

**Assembler, Wire Racker – Vedainfo Inc**

*\$11.00 – \$12.50 an hour – Contract*

**Job Summary**

Duration: 7 Months Contract, Work Days/Hours: Monday – Friday,

7:00 am – 3:30 pm. Perform repetitive wiring/racking, unwiring/unracking duties and move plating fixtures within plant following prescribed methods and practice, as well as transforming parts from one form of material handling container to another. Will routinely lift weights up to 25 pounds in performance of duties.

**Essential Elements:**

- Work from written and/or verbal instructions-use racks, wire cutters, wire equipment and related equipment.
- Read work order or follow oral instructions to ascertain parts to be racked/unracked onto or from trays, racks and shelves by hand.
- Record number of units racked or handles on daily production sheet.
- Attach identifying tags or labels to mark information on cases or other containers.
- Count parts, racks and verify counts throughout plating operation.
- Visually inspect all parts during racking and unracking, and set aside parts with defects that would be cause for rejection.
- Maintain necessary records.
- Move materials as necessary in performance of duties.
- Detect and report improper operation, faulty equipment, defective materials and unusual conditions to supervisor.
- Maintain work area and equipment in clean, safe and orderly condition.
- Follow established company rules and regulations, safety precautions and maintain quality standards.
- Perform other related duties as required or as directed.

**Secondary Elements:**

- 3 months up to 2-year experience.

**Experience:**

- Assembly: 2 years (Preferred)
- Mmanufacturing: 1 year (Preferred)

**License:**

Driver's License (Preferred)

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

**Cashier/General Clerk – PriceRite**

*Part-time*

**Job Summary:**

To maintain a high level of presentation and cleanliness while pricing, stocking and rotating merchandise in any department; to maintain neat, clean and visually appealing departments; to provide our customers with accurate, friendly and efficient checkout service; to accurately scan items, collect proper payment; and to provide proper change if necessary; and to perform other tasks as required in an efficient and safe manner, within Company policy.

**Essential Job Functions:**

Performance of the essential functions of this position require the Team Member to possess the minimum qualifications listed above. These functions include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math skills.
- Ability to make change with all denominations of American currency.
- Ability to stand/ walk for the duration of a scheduled shift.
- Ability to adhere to all local, state and federal health and civil code regulations.
- Ability to operate equipment as required by department; i.e. slicer, scale, can opener, wrapping machine, rotisserie, fryolator, cheese grater/ cutter, case cutter and stove/ oven
- Ability to stand, bend, twist, reach, push, pull and lift 25 lbs. to 75 lbs.

- Ability to provide customers with superior service.
- Maintain a neat, well-groomed appearance at all times and observe company dress code policies.
- Ability to work with a wide variety of fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to tolerate moderate amounts of dust and cleaning agents during routine housekeeping duties.
- Ability to work in varying temperatures from cold to hot.
- Ability to work cooperatively with others.
- Ability to climb a ladder to retrieve items from overhead racking and storage areas.
- Ability to meet all work schedules and comply with all time and attendance policies.

**Job Responsibilities:**

- Maintain a clean, neat, organized and safe work environment.
- Maintain all department sanitation and QA standards including cleaning and sanitizing all work surfaces, utensils and equipment, sweeping, mopping, removing cardboard and trash as needed, and being able to operate a baler or compactor. Keep floor clear of debris and spills.
- Check products received against an invoice.
- Use a slicing machine and related equipment where applicable.
- Prepare and replenish product for sale in any department where applicable.
- Always operate equipment with all safeguards in place and in good operating condition. Observe safe methods of performing all duties.
- Comply with all store rules, Company policies, safety requirements, security standards and all local, State and Federal health and civil code regulations.
- Dress according to company policy to include white shirt, black pants, apron, name badge.
- Comply with QA hand washing standards and use disposable gloves when handling unpackaged foods.

- Greet all customers and provide them with prompt, courteous service and assistance.
- Follow approved procedures for receiving, code dating, preparing, storing, and price marking, scaling, and restocking products to ensure quality, accuracy and product rotation and protection.
- Adhere to all Federal, State, and Local regulations as they pertain to all departments.
- Keeps displays and display cases stocked and properly turned and faced at all times in accordance with all department standards.
- Be knowledgeable in and able to differentiate between various types of Produce, Meat, and where applicable, the Deli/ Fresh • Seafood departments, and related merchandise including seasonality, and price differences between varieties of similar classes of products
- Control freshness, quality and temperature of product by following safe food handling procedures.
- Understand operation of cash register and follow all cash handling procedures.
- Accurately identify and scan product under correct department (when necessary), process all forms of accepted payments, collect proper payment and provide proper change.
- Handle damaged or return-to-stock products according to company policy, with priority attention given to refrigerated, perishable items, and sell by date.
- Be knowledgeable in the company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Check refrigeration equipment for proper performance regularly; report any failure immediately as directed.
- Removes trash to designated area. Removes cardboard to baler area and operates baler.
- Completes price changes as directed by department manager.
- Utilize and maintain equipment as required by department; report any equipment problems immediately.
- Complete all applicable department training programs.

- Comply with Price Rite service priorities: clean, fresh and friendly.
- Retrieve carts from the lot
- Must be 18 years old or older to operate balers, hi-lo's, power jacks, slicing machines, etc.
- Perform other duties as required

### **Job Expectations**

- Part Time work hours – our business requires a flexible scheduling consisting of days, evenings and weekends. Weekly average hours for a part time clerk is 15-20. Hours fluctuate weekly in accordance with business.
- Part Time Training Requirements – All Team Members are provided paid training and are expected to successfully complete all essential components of training within the first 30 days. This includes web based and hands-on training.
- All Team Members are expected to report to work as scheduled and required to record work time through our electronic time and attendance system. Excessive lateness and/or absences is not acceptable.
- Cashiers are expected to maintain cash control per our company standards. Excessive errors are not acceptable to the business and are monitored per our cash handling policy.

NOTE: ASSOCIATES MUST BE 18 YEARS OR OLDER TO OPERATE BALERS, HI-LOS, POWER JACKS AND SLICING MACHINES.

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

### **Health Center Manager – SStar**

#### **Job Description:**

Overall responsibility for Health Center operation, including patient flow, telephone transactions, and team interaction to provide quality and efficient healthcare. Please visit [www.sstar.org](http://www.sstar.org) to learn more about our facilities.

## **Specific Responsibilities**

- Ensures clinical records and peer reviews per Health Center policy and procedure.
- Monitors quality of services by participation and/or review of quality assurance activities, co-chairs the Health Center's TQM Committee.
- Participates in SSTAR committees relevant to the Health Center, including monthly Leadership and Board of Directors meeting. Designates staff to represent Health Center on other SSTAR committees.
- Responsible for coordination of health center's risk management activities and represents the health center on the agency's Risk Management Committee
- Represents the health center with outside organizations, as deemed by the CEO, such as MLCHC, HRSA, ACOs,
- Meets with the Medical Director of the Health Center periodically to formulate Health Center policy, clinical & Procedures and report on Health Center operation.
- Ensures implementation of health care provider policies and procedures; assigns appropriate tasks to personnel consistent with their job descriptions and evaluates performance.
- Provides direct care as necessary, corresponding to current licensure.
- Promotes and maintains compliance with Federal, State, and Local regulations.
- Researches and prepares grant RFRs to increase revenue and services at the health center.
- Prepares reports required by SSTAR, HealthFirst and Federal and State funding sources.
- Determines/oversees client services provided at clinic in collaboration with the medical director.
- Responsible for recruitment of staff to ensure medical coverage for services.
- Responsible for updating current agreements and contracts of outside providers/agencies.



- Other duties as required

## **Experience and Skills:**

*Level of Education: Master's Degree*

1. Minimum of 2 years knowledge/practice in Health Center Office Management preferred.
2. Current License in job expertise in medical field, i.e. RN, MD, NP.
3. Computer skills required for grant writing – knowledge of MSWord, Excel
4. Knowledge of electronic records system, NextGen preferred
5. Ability to work in a team approach with excellent people skills

- At least two years continuous sobriety is required for people in recovery from drugs or alcohol

## **Job Benefits:**

Medical, Dental, Vision, Generous Time Off Accrual System, Company paid Life and Short Term Disability, 403B Retirement Plan, Pet insurance and AFLAC.

Please go to [sstar.org](http://sstar.org) to fill out an online application.

## **Apprentice Needed- Framer, Drywall Hanger and Taping – Commercial Construction Company**

ARE YOU LOOKING FOR A CAREER CHANGE! Drywall Construction Company with a great reputation is looking to hire Apprentices for the following positions Metal Framers, Drywall Hangers and Tapers no experience necessary

We are a large growing company and need full time employees that are willing to work year round.

**\*\*Serious candidates only need to apply..Please**

- The ideal candidate will have demonstrated Attention to detail.
- Excellent interpersonal skills and a focus on quality are a must.
- • Must be Responsible, reliable and highly motivated to work.
- Must be able to pass Physical and Drug screening.

**Benefits:**

- Top wages Great Benefit packages Safe working environment

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

**Warehouse Associate – Total Welding Supply, Inc. (East Freetown)**

*Full-time*

Looking for a hardworking individual to load and unload deliveries, organize and maintain warehouse and more. Must be able to lift 50 lbs. and have a good work ethic. Welding item experience is a plus.

**ESSENTIAL FUNCTIONS:**

- Pick products in a warehouse environment to assemble customer orders
- Ability to operate a forklift, and other machinery as needed
- Load, unload and receive inventory
- Cycle count inventory and store in an orderly and accessible manner in warehouse
- Prepare packages for shipment and efficiently stage product for loading
- Communicate with fellow employees for safe transport of goods throughout the warehouse
- Follow all safety guidelines

This position is full-time Monday-Friday, 8am-5:00 pm with great benefits.

**Experience:**

- Warehouse: 1 year (Required)

**Work authorization:**

- United States (Required)

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

**Part Time Cleaner – FM&M Inc (Mattapoisett)**

*\$12.70 an hour – Part-time*

Immediate part time job opening for experienced cleaners. Great starting pay and great environment in Mattapoisett, Marion and Rochester. 1st Shift, Monday to Friday 2:00 pm to 7:00 pm. 2nd Shift, Monday to Friday 5:00pm to 10:00 pm.

**All applicants must meet the following criteria:**

- Successful completion of Social Security Verification and Background Check
- Must have own transportation
- Dependable and trustworthy
- Effectively communicate in English
- 1 to 2 years cleaning experience (a plus for Commercial Cleaning)

Inmediato puesto de trabajo de media jornada para personas con experiencia en limpieza. Localizado en Mattapoisett Marion y Rochester. 1er Turno, Lunes a Viernes 2:00 pm a 7:00 pm. 2do Turno, Lunes a Viernes 5:00 pm a 10:00pm.

**Todos los solicitantes deben cumplir con los siguientes criterios:**

- Finalización exitosa de la verificación de la seguridad social y verificación de antecedentes
- Debe tener transporte propio
- Confiable y de confianza.
- Comunicación efectiva en inglés.
- 1 a 2 años de experiencia en limpieza (Barrer trapear,

brillar y limpieza comercial)

**Experience:**

- Janitorial: 2 years (Required)

**Language:**

- English (Required)

**Benefits:**

- Paid time off

**Cleaning Equipment:**

- Floor buffer
- Floor waxer
- Floor stripper
- Floor burnisher
- Floor scrubber

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

**Crew Member – Wendy's (Fairhaven)**

*Full-time, 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.

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**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](#)

### **Meat Cutter Job – BJ's Wholesale Club, Inc. (Dartmouth)**

BJ's Wholesale Club was the first retailer to introduce the warehouse club concept in the northeastern United States. Today, we're a multibillion dollar operation with more than 200 clubs in 17 states from Maine to Florida.

While our Members know us for helping them save up to 25% off grocery prices every day, our Team Members love us for providing a supportive and engaging workplace that's committed to developing great talent.

If you're a motivated and enthusiastic person who enjoys working collaboratively and is committed to providing great service for our Members, we want to hear from you. BJ's offers a fast-paced, team environment with great training opportunities and competitive salary and benefits packages to help you succeed.

### **Job Summary**

Receives, rotates, cuts, wraps, and merchandises fresh and processed meats, including grinds. Assists in merchandising of seafood, prepared foods, cheeses and pre-packed deli and assists in the rotisserie chicken area and full service deli.

Assists in meat selection and cuts special meat arrangements for Members. Maintains all sanitation and safety standards within the meat department.

### **Major Tasks, Responsibilities, and Key Accountabilities**

- Engages and provides assistance to our Members by making recommendations along with answering questions regarding meat, poultry, and seafood. Prepares special cuts of meat ordered by Members.
- Cuts, grinds, and/or processes fresh meats to company cutting standards. Weighs, packages, wraps, and labels cuts of meat, poultry, and seafood to company packaging standards.
- Makes sure the meat case showcases all currently available products. Ensures the meat department maintains an appropriate level of inventory.
- Ensures the meat, seafood, prepared foods, and cheese cases are fully stocked. Rotates meats, poultry, seafood, prepared foods, and cheeses according to expiration dates. Follows established guidelines when disposing of damaged and/or expired products.
- Cleans and sanitizes all equipment, display fixtures, and areas in the meat department, including the meat cooler, freezer, and refrigerated display cases.
- Inspects and stores meat upon delivery. Ensures that all received meats meet or exceed company quality standards.
- Receives and unpacks meat, poultry, seafood, prepared foods, and cheeses in the meat cooler and freezer.
- Maintains all club policies and procedures.
- Performs other duties as assigned, including placing orders and working in other departments as needed.

### **Qualifications**

- Completion of a training program/apprenticeship required.
- Previous meat cutting experience required.
- Knowledge of automatic/hand wrapping machines preferred.
- At least 18 years of age.

### **Environmental Job Conditions**

- Most of the time is spent moving about on hard surfaces. There may be a need to occasionally position oneself to examine or scan merchandise, which may require bending, handling, pulling, reaching, and/or stooping.
- Frequently requires lifting objects up to 30 pounds. May require lifting and moving heavy and/or awkward objects more than 30 pounds with assistance.
- Located in a cooler area with frequent exposure to temperature extremes and loud noises. There may be occasional exposure to cleaning agents.

BJ's Wholesale Club is committed to a policy of equal employment opportunity for all qualified team members and applicants for employment without regard to race, religion, color, sex, sexual orientation, age, ancestry, national origin, physical and/or mental disability, genetic information, atypical cellular or blood trait, marital and/or familial status, pregnancy, gender identity and expression, military or veteran status, or any other characteristics protected by applicable law.

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

### **Insulation Contractor and Laborer – C2S Construction**

*\$19 – \$22 an hour*

\*SOFT SKILLS AND WILLINGNESS TO LEARN ARE MOST IMPORTANT ASPECT OF OUR HIRES! WE CAN'T TRAIN BAD ATTITUDES BUT WE WILL BEND BACKWARDS FOR GOOD ATTITUDES AND PRIDEFUL EMPLOYEES!

\*If you are honest, hard working, and want to be part of our rocket ship, please apply! We have no patience for poor attitudes, we want our employees to be prideful and be proud of the work they do day in and day out.

**That being said...**

C2S Construction is actively looking for weatherization crew



members ideally with experience (BUT NOT REQUIRED) working in the Mass Save Home Energy program.

We are looking for motivated individuals who take pride in their work. Crew members will be required to complete air sealing and insulation install measures while having a great opportunity for free training. BPI protocol and Mass Save Guidelines will need to be followed. Crew members will assist in maintaining a clean and professional working environment while onsite at a customer's home, maintain C2S trucks and equipment, and work as part of a team.

**Typical onsite jobs include:**

- Blown-in cellulose
- Installing fiberglass batts
- Air sealing attics and basements
- Duct sealing
- Installing roof vents, bathroom flappers and soffit vents
- Installing rigid board insulation in crawl spaces, basement ceilings and knee walls
- Drilling and insulating exterior walls

**Qualifications:**

- 2-3 years' experience in any type of construction
- Must be able to pass a background check and drug test
- Valid driver's license
- Positive and professional attitude
- Ability to maintain clean and professional working environment in customer's home

**Compensation:**

Crew Members can earn \$19 – \$23 / hour (based on experience) with opportunities for performance bonuses and incentives. C2S will also offer holidays, paid time off, sick leave, and career development opportunities.

This is a great opportunity to join an up and coming construction company that offers long term growth potential

and career development opportunities!

Please call Tony at 774-961-6810 to express your interest.

**Experience:**

- Construction: 1 year (Required)

License:

Benefits offered:

- Paid time off
- Gym memberships or discounts
- Others

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

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

**PAY:** \$15.46hr – \$20.92hr

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

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine

information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

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

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

**New Bedford has a residency requirement.**

For more information, please visit:

*Employment Opportunities*

## **Welder – City of New Bedford**

**PAY:** 17.42 – \$24.18

Lays, cuts and fabricates materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications using oxyacetylene or electric arc welding equipment. Determines the appropriate welding equipment or method based on requirements. Sets up components for welding according to specifications. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles.

Possession of a valid Massachusetts driver's license and good

driving record. Operates a motor vehicle on a regular basis. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date of hire. 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.

### **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. EEO.

### **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. EEO.

**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. EE0.

### **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. EE0.

### **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.

## **Admin Manager – City of New Bedford**

**PAY:** \$54,278 – \$67,853

Performs complex administrative, technical, and supervisory duties for the assigned department; implements, assists, and supports the Department with administrative systems and procedures; provides support directly to supervisor when assigned and serves as the liaison between lower and upper level staff in the Department; responsible for the completion of varying duties including financial reports, correspondence, and other operational office procedures. Handle customer and city residents' issues in a professional manner that meets the City's standards; assists residents, customers, or vendors that come to the Department office.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Three years of administrative, professional, or supervisory work or experience in a closely related field. 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.

## **Diesel Engine Repairman – City of New Bedford**

**PAY:** 17.42hr – \$24.18hr

Performs various types of skilled repairs on diesel equipment. Trouble shoots all types of diesel equipment in use by the City to determine repair costs. Diagnoses and repairs work in the area of electrical systems, fuel systems, ignition systems. Ability to read and understand all schematics in the related field. Disassembles, overhauls, removes and replaces

all types of engines. Diagnoses, repairs or replaces transmissions, four wheel drive components, hydraulic pumps, or any related components.

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Possession of Class B CDL or the ability to obtain one within six months of hire. 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.

### **Mason – City of New Bedford**

**PAY: \$17.42hr – \$24.18hr**

Performs work involved in the construction and repair of structures made of brick, stone, concrete blocks and tiles such as wall, floors and other structural projects. Performs masonry repairs and brickwork, pours new concrete sidewalks, installs blue stone and pours foundations.

Thorough knowledge of laying bricks, stone, concrete blocks and tiles in construction, alteration or repair of walls, floors, passageways or other structures. Constructs and repairs brick work in sewers, catch basins and manholes. Lays and sets cut stone. Performs all phases of cement work.

High school graduate or GED equivalent preferred. Possession of a valid Massachusetts driver's license and good driving

record.

Requires two years' paid experience in masonry trade. Knowledge of equipment, materials and supplies used in masonry work, and equipment and supplies used to do minor repairs. Skills in operation of listed tools and equipment. Ability to work independently and complete daily activities according to work schedule. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.

For more information, please visit:

*Employment Opportunities*

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

New Bedford has a residency requirement.

### **Sewage Disposal Systems Maintenance Foreman – City of New Bedford**

**PAY: \$19.23hr – \$27.18hr**

Assists in the supervision of maintenance staff under the direction of the Superintendent of Wastewater. Assists in planning and scheduling maintenance and preventive maintenance work of the pumping stations and wastewater system to make maximum effective use of employees, equipment and material within an approved budget and quality standards.

Develops and implements a program to meet the preventative and emergency maintenance of the wastewater systems including unplugging blockages, flushing and rodding lines to prevent blockages and accumulation of grit, rags and other debris. Makes inspections to check that standard maintenance procedures are being followed.

Reviews the maintenance needs of the pumping stations and wastewater system, and develops procedures and programs for the maintenance and preventative maintenance of the system and related appurtenances. Investigates, diagnoses and recommends correction of abnormalities occurring within the pumping station, wastewater system, structures and related appurtenances.

Makes continuous inspections to check that standard maintenance procedures are being followed and detects the existing or potentially unsafe or unhealthy working procedures, equipment or conditions.

Participates in safety committee activities.

High school education or GED equivalent is highly regarded. Five years of progressively responsible experience in mechanical maintenance and the maintenance of wastewater systems and appurtenant structures and devices. Eligible for, or possession of, certification in wastewater collection maintenance at the appropriate level required of the New Bedford system.

For more information, please visit:

### *Employment Opportunities*

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

New Bedford has a residency requirement.

### **Library Assistant – City of New Bedford**

**PAY: \$15.00/hr, 15 hours per week**

Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. Must be available some

nights and Saturdays.

Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures. This position performs a variety of clerical duties, which include: assistance in opening and closing department; typing and filing; assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Possession of a valid Massachusetts driver's license and good driving record preferred. Ability to speak Spanish preferred. 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). New Bedford has a residency requirement. EE0.

**Two positions: Electrician & Carpenter – City of New Bedford's  
Dept. of Facilities & Fleet Management**

**ELECTRICIAN**

*PAY: \$25.54/HR*

Performs skilled electrical work at the journeyman level. Installs, tests, repairs and maintains electrical circuits, wiring systems, fixtures, appliances and equipment.

Troubleshoots and repairs faulty electrical wiring, defective electrical equipment and machinery such as motors, generators, transformers, switches, sockets, etc. Inspects and tests circuits and fixtures to locate broken wires, loose connections, blown fuses, faulty switches, grounds, shorts and other defects. Uses common hand tools and electrical ohm test equipment such as meters, voltmeters, ammeters, growlers, multimeters and other test equipment. May remove, replace and repair electrical parts.

High school graduate or GED equivalent with specialized course work in electrical practices and knowledge of electrical principals and procedures. Two years of increasingly responsible related experience; or any equivalent combination of education and experience. Possession of a Massachusetts journeyman or master electrician's license. Possession of a valid Massachusetts driver's license with 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. Is required to respond to callbacks on a 24-hour basis as needed for emergencies in the opinion of the Director.

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.

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**CARPENTER**

*PAY: \$16.04 – \$21.84*

Reads and understands blueprints, drawings and specifications of building methods, means and materials. Constructs, alters and repairs structures, buildings, roofs, furniture, equipment and fixtures made of wood or other building materials. Work is

performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structural wood work, floors, stairways and fixtures. Performs measuring, sawing, squaring, drilling, sanding, fitting and fastening. Performs repair of equipment such as desks, chairs, tables, shelves and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames and screens. Performs other carpentry duties as required. Graduation from a high school or GED equivalent. Two years' prior experience required, four years of experience preferred; or any equivalent combination of education and experience.

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. This position shall be subject to 24 hour call back as needed for emergencies and/or matters of public safety as determined by the Director or his designee. Must possess and maintain a working cellular telephone.

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

## **Director of Human Resources – City of New Bedford**

**PAY: \$96,271 – \$120,347**

Responsible for all personnel functions of the City including employment, regulatory compliance, policy enforcement, recruitment, classification, compensation, grievances, benefits, training and performance management. Counsels, works, and advises Department Heads and various staff and employees on personnel transactions and all aspects of the personnel program; mediates problems between employees, works to improve communication within and between the Departments;



answers questions from Department Heads and supervisors concerning personnel policies and procedures. Represents management at grievances, hearings, and investigations and participates with labor counsel in negotiations with duly certified bargaining agents and units of municipal employees. Develops health, wellness, and safety programs; oversees the administration of employee benefit programs and the monitoring of the payroll deductions for all benefits; makes recommendations to Mayor on health, safety, and benefit programs to promote economy and efficiency; enforces rules applicable to benefit programs. Prepares and oversees the preparation of the personnel services of the annual budget including Departmental, Employee Consulting, Employee Recognition, Employee Assistance Program, Unemployment and Health insurance budgets.

Bachelor's Degree in human resources, public administration, business management or a closely related field; Master's degree or Professional Certification as a Human Resources professional (SPHR) preferred. At least five years' experience in personnel administration, human resources, or a related subject, including at least three years in an administrative or supervisory capacity 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.

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