

The South Coast Hot Jobs List – January 12, 2020

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of January 12, 2020. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Branch Manager and Retail Services Representative positions – New Bedford Credit Union

NBCU is a community-based credit union providing its members with the best service possible within its resources and through a wide range of products. New Bedford Credit Union (NBCU) offers competitive rates for mortgages, new and used auto loans, personal loans plus has high-interest checking and savings accounts.

NEW BEDFORD CREDIT UNION

Applications/resumes may be submitted via e-mail (not secure), fax, postal mail, or dropped-off in person.

ATTN: Human Resources

New Bedford Credit Union

1150 Purchase Street

New Bedford, MA 02740

E: joliveira@newbedfordcu.com

T: 508-994-6546 Ext. 103

F: 508-990-7472

Visit them on their Facebook Page.

JOB TITLE/DEPARTMENT: Branch Manager/Retail Services

CLASSIFICATION

Exempt

POSITION TYPE/EXPECTED HOURS OF WORK

Full-time/salaried

AUTHORITY AND REPORTING RELATIONSHIP

The Branch Manager supervises and directs the work of all branch employees. The Branch Manager reports to the Branch Administrator/VP Operations.

AMOUNT OF INDEPENDENT ACTION OF THE POSITION

Approval may be required when solution is not within normal policies and procedures. The Branch Manager may make exceptions to policy as appropriate and within authority.

SUMMARY/OBJECTIVE

The Branch Manager plans, controls, supervises, and coordinates Credit Union services and activities of the branch office. Contribute to NBCU's achievement of the goals outlined in its strategic plan by effectively leading the branch staff, managing the operations, and creating an effective sales and service culture in the branch. Identify branch business, and member service, opportunities.

ESSENTIAL FUNCTIONS

- Plan and execute a successful sales and coaching strategy plan, in accordance with the goals of the Credit Unions' business and marketing plan.
- Train and the develop the branch staff with sales goals.
- Maintain superior product knowledge of all Credit Union products.
- Plan and hold product knowledge training meetings with informational hand-outs.
- Assist branch staff in solving member problems, serving as an operational reference.
- Assign and approve the scheduled work hours and breaks for

all branch staff.

- Oversee the investigation of teller losses, and institute corrective action as necessary.
- Oversee and assist in the job training of new staff; provide general performance input.
- Open and close the branch office – and execute daily operations in accordance with credit union policies and procedures.
- Actively participate in a sales and service culture consistent with the Credit Union's business plan goals and encourage other staff members to meet or exceed sales goals, as necessary.
- Build partnerships between businesses and NBCU as outlined in the business plan.
- Attend outside events to grow NBCU relationships with their partners.
- Support credit union member relations through on-going customer contact, quality customer service, and superior product knowledge.
- Maintain an overview of the credit union's current operating system for financial transactions.
- Promote and demonstrate electronic account information delivery systems to new members.
- Respond to all ATM outage issues and notify VP of Operations in a timely manner as issues arise.
- Verify weekly branch cash and ATM shipments.
- Balance and verify receipt of incoming cash orders for the branch. Balance and add cash to ATM.
- Audit ATM, and Vault as well as cash drawers, on a monthly basis, according to policy.
- See to the accurate completion of required audit logs.
- Execute annual branch staff performance evaluations.
- Ensure that branch staff is adhering to all security procedures, and that building maintenance issues are reported and corrected.
- Learn the XP2 Cross-Sell platform used to promote and cross-sell loans and savings products and services, in order to

train staff and update as necessary.

- Learn the EFUNDS pre-approval platform used to promote and cross-sell loan products and services, in order to train staff and update as necessary.
- Initiate auto, home, personal loans and lines of credit; assist borrowers with the loan application process.
- Analyze credit history of applicants and determine loan repayment capabilities.
- Negotiate credit terms, such as costs, loan repayment methods and collateral specifications.
- Approval authority within Loan Policy limits and is granted at the discretion of the Vice President of Lending. Management approval is required when solution is not within normal policy limits.
- Comply with the Credit Union's SAFE Act Policy and procedures.
- Comply with Truth in Lending (Regulation Z), Equal Credit Opportunity (Regulation B), and all applicable lending regulations.
- Attend meetings and seminars related to the Credit Union's operations and branch-related supervisory duties.
- Compliance with Bank Secrecy Act, OFAC and USA PATRIOT Act including Member Identification Program, member due diligence, identifying high risk accounts, reporting suspicious activities to Supervisor or BSA Officer. Comply with USA Patriot Act when identifying loan applicants. Ensure all checks disbursed to vendors comply with OFAC regulations. Accurate completion of CTR and Monetary Instrument log.

QUALIFICATIONS

- High school graduate or GED.
- Minimum of two (2) years of customer service experience is required.
- Minimum of two (2) years of supervisory experience is required.
- Prior experience working in banking required.
- Prior teller experience is preferred, but not required.

- A minimum of 1-2 years of experience in consumer and/or mortgage lending is a plus but is not required.
- Knowledge in Real Estate Settlement Procedures (Reg. X), Truth in Lending (Reg. Z), and Equal Credit Opportunity (Reg. B) is a plus, but not required.
- Intermediate skills related to Microsoft Office applications.
- Mathematical aptitude.

COMPETENCIES

- Strong leadership skills and the ability to motivate others are necessary.
- Positive, professional business relationships within the credit union.
- The ability to work independently and take-on additional projects as assigned.
- The ability to meet deadlines.
- Strong organizational skills.
- Excellent oral and written communication skills.
- A strong commitment to achieving personal growth and success.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 20 pounds. The employee is frequently required to sit, stand for long periods of time, walk, bend, talk, hear, use hands to finger, handle or feel; and reach with hands and arms.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

New Bedford Credit Union is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of age, race, color, disability or handicap, gender, sex, sexual orientation, religion or creed, ancestry or national origin, military or veteran status, marital status, gender identity of expression, genetic information, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

It is the policy of NBCU to provide reasonable accommodation for qualified employees with disabilities. If you need accommodation to perform the essential functions of your position, please contact Human Resources directly. Full-time employees are offered a competitive salary commensurate with experience and a comprehensive benefits package including health, dental, short- & long-term disability, term life insurance, AD&D insurance, 401 (k) plan, and tuition assistance.

SIGNATURES

This job description has been approved by all levels of management:

- Department Manager
- Human Resource Manager



JOB TITLE/DEPARTMENT: Retail Services Representative/Retail Services

CLASSIFICATION

Non-exempt

- Part-time, non-exempt (18-20 hours weekly)
- Full-time, non-exempt (36-40 hours weekly)

AUTHORITY AND REPORTING RELATIONSHIP

The Retail Services Representative position reports to the Head Retail Services Representative.

AMOUNT OF INDEPENDENT ACTION OF THE POSITION

Approval required when solution is not within normal policies and procedures.

SUMMARY/OBJECTIVE

Provide basic cash receipt and payment services in accordance with credit union procedures. Provide services in a timely, accurate and courteous manner to Credit Union members. Cross-sells additional credit union products/services. Respond to members' requests, problems and complaints, and/or directs them to the proper person for resolution.

ESSENTIAL FUNCTIONS

- Maintain Retail Services Representative drawer with adequate

cash supplies – and according to policy guidelines.

- Settle Retail Services Representative drawer daily.
- Answer the telephone.
- File new and/or closed signature cards.
- Verify validity of checks and cash received.
- Place appropriate holds on all checks in accordance with applicable policies and regulations.
- Process money orders.
- Process cash advances.
- Promote good member relations by providing premium member service.
- Process mail payments.
- Assess members' individual credit union needs, and use NBCU product knowledge to address those needs by way of cross-selling credit union services.
- Adhere to all security procedures as well as other departmental policies and procedures.
- Compliance with Bank Secrecy Act, OFAC and USA PATRIOT Act including accurate completion of CTR, Monetary Instrument log, and reporting of suspicious activities to supervisor.

QUALIFICATIONS

- High school graduate or GED.
- Minimum of two (2) years cash-handling experience is required.
- Minimum of two (2) years of customer service experience is required..
- Prior experience working in banking or finance is preferred, but not required.
- Prior Retail Services Representative experience is preferred, but not required.
- Basic skills related to Microsoft Office applications.
- Mathematical aptitude.

COMPETENCIES

- Positive, professional business relationships within the credit union.

- The ability to work independently and take-on additional projects as assigned.
- The ability to meet deadlines.
- Strong organizational skills.
- Excellent oral and written communication skills.
- A strong commitment to achieving personal growth and success.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 20 pounds. The employee is frequently required to sit, stand for an extended period, walk, bend, talk, hear, use hands to finger, handle or feel; and reach with hands and arms.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

New Bedford Credit Union is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of age, race, color, disability or handicap, gender, sex, sexual orientation, religion or creed, ancestry or national origin, military or veteran status, marital status, gender identity of expression, genetic information, pregnancy and pregnancy-related conditions, or any other

characteristic protected by law.

It is the policy of NBCU to provide reasonable accommodation for qualified employees with disabilities. If you need accommodation to perform the essential functions of your position, please contact Human Resources directly. Full-time employees are offered a competitive salary commensurate with experience and a comprehensive benefits package including health, dental, short & long term disability, term life insurance, AD&D insurance, 401 (k) plan, and tuition assistance.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ Date:

Employee Name (printed): _____



Baker The Baker

\$14 an hour – Full-time, Part-time

Urgently hiring!

This position is responsible for starting the morning bake. It is a 2-3 am start time depending on volume and requires

punctuality, responsibility and the ability to move in a fast pace environment.

The morning baker is responsible for the following:

- Mixing of doughs using 20-30 quart mixer
- Panning and proofing all croissants, rolls, buns, etc.
- Egg washing and finishing all croissants, rolls, buns, etc.
- Scoop muffins, quickbreads, etc.
- Preparation of muffins, quickbreads, scones, batters, fillings, etc from scratch following recipes
- Shaping of some bread dough, proofing and baking
- Maintain cleanliness and order throughout the morning bake
- Must be able to lift 50 pounds and have no problem standing for 8 hours
- Must be able to work in front of hot, convection ovens and using timers and follow directions to make sure things don't burn!

We are looking to fill this position immediately.

Experience:

- Baking: 1 year (Required)

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

Customer Service Representative – Marriott International Customer Engagement Center in Fall River, MA.

Apply for this job here:
<https://jobs.marriott.com/corporate/jobs/19167766?lang=en-US>

How To Apply: Applicants can go to jobs.marriott.com, type in Fall River, MA where it says “*Enter Location*” and then it should be the first job, listed as Customer Service Rep – \$13.50/HR for the title.

Here is a little bit of information about the position:

Reservation Sales & Customer Service

1630 President Avenue, Fall River, MA 02720

Full-Time

Start Your Journey With Us

Marriott International is the world's largest hotel company, with more brands, more hotels and more opportunities for associates to grow and succeed. We believe a great career is a journey of discovery and exploration. So, we ask, where will your journey take you?

As a FORTUNE Best Place to Work 20 years in a row – you can't go wrong!

We are recruiting for an upcoming training class:

- Training Start Date: Monday, January 13th, 2020.
- Training Class Schedule: This class will be held from Monday, January 13th – Friday, February 7th from 3:00PM – 11:30PM on a Monday-Friday schedule.
- Anticipated Shift After Completion of Training: 3:30PM – 12AM. Must be flexible with working weekend days/not having consecutive days off.

Compensation includes:

- Paid training
- Competitive salary
- Incentives
- Shift differentials where applicable.

We also offer a competitive benefits package including medical, dental, vision, 401(k), TRAVEL DISCOUNTS and more.

If this training class schedule or shift is not a great match for you, stay in touch with us as we frequently recruit for additional classes. Share your contact information with us here: stayintouch.marriott.com.

It's our associates that make what we do possible. They have the opportunity to make a meaningful and tangible impact on

the lives of the people we serve daily.

- Full-Time Shifts – 3:30pm-12am
- Starting Pay \$13.50 & Paid WEEKLY
- Weekly & Monthly BONUS Incentives
- Excellent Benefits Packages and Hotel Discounts
- Paid Vacation and Sick Leave
- Advancement Opportunities
- Fun Team & Associate Focused Atmosphere
- 4-Week Hands-on Paid Training Program

You **must** have a high school diploma/GED, be at least 18 years of age, pass a background and drug screen, and have a least 6 months of RECENT customer service experience.

EOE Race/Sex/Disability/Vets.

Apply for this job here:
<https://jobs.marriott.com/corporate/jobs/19167766?lang=en-US>



INTERNATIONAL

**Fall River Customer Engagement
Center is on the lookout for passionate,
skilled, & attentive people to join to our team!
APPLY TODAY!**

It's our associates that make what we do possible. They have the opportunity to make a meaningful and tangible impact on the lives of the people we serve daily.

- Full-Time Shifts – 3:30pm-12am
- Starting Pay \$13.50 & Paid WEEKLY
- Weekly & Monthly BONUS Incentives
- Excellent Benefits Packages and Hotel Discounts
- Paid Vacation and Sick Leave
- Advancement Opportunities
- Fun Team & Associate Focused Atmosphere
- 4-Week Hands on Paid Training Program

You must have a high school diploma/GED, be at least 18 years of age, pass a background and drug screen, and have a least 6 months of RECENT customer service experience.

EOE Race/Sex/Disability/Vets.



Please apply online: jobs.marriott.com

Gameroom Attendant – Chuck E Cheese (Dartmouth)

Chuck E. Cheese now offers access to earned wages with our NEW “Work Today, Get Paid Tomorrow” program. Don’t wait between paychecks anymore!

Chuck E. Cheese (CEC) is a great place for a first-time job seeker or a place to build an exciting career. Our Cast

Members are empowered to provide the greatest service anywhere through cross-training in a variety of different positions. Over 60% of our managers were promoted from within!

Typical Positions at a Chuck E. Cheese are:

- Gameroom Attendant
- Cashier
- Party Host
- Kid Check Attendant
- Kitchen Attendant (Must be at least 18 years of age)
- Assistant Technician (Must be at least 18 years of age)

Pay and Benefits:

- Competitive pay
- 50% discount on meal during shift
- Work Today, Get Paid Tomorrow program
- Flexible schedules
- Scholarships
- Perks and Discounts programs
- Employee Referral Program
- CEC Cares Fund (program to assist employees during catastrophes)

Minimum Qualifications:

- Be at least 16 years of age
- Available to work various shifts
- Excellent customer service skills
- Energetic & enthusiastic personality

Essential Job Functions and Work Environment:

- Must be able to lift or carry objects weighing 0-50 pounds during scheduled shift.
- Must be able to stand, bend, kneel, reach, push/pull, walk and squat during scheduled shift.
- In addition to the essential job duties stated above, the ability to handle job stress and interact effectively with others, including guests and co-workers, are essential functions of the job. The work environment includes flashing

and flickering lights, moving mechanical parts, and loud noises.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Company

For over 40 years, CEC Entertainment has proudly served as the nationally recognized leader in family dining and entertainment and the place Where A Kid Can Be A Kid®. As the award-winning, number-one, kid-friendly restaurant for millions of families across the world, the company and its franchisees operate a system of more than 603 Chuck E. Cheese stores located in 47 states and 11 foreign countries and territories, and a system of more than 144 Peter Piper Pizza franchise and company-owned locations. More than 17,000 employees are dedicated to ensuring Every Guest Leaves Happy!

At CEC Entertainment, we believe that our workforce should reflect the diverse backgrounds, experiences and perspectives of the many guests we serve. As an Equal Opportunity Employer, we do not discriminate against applicants due to race, ancestry, color, genetics, gender identity, gender expression, sexual orientation, national origin, religion, age, physical or mental disability, pregnancy, veteran status, or on the basis of any other federal, state or local protected class. Applicants must be eligible to work in the United States. EOE.

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

Store Associate/Stocker – Big Lots! (Fairhaven)

Description

Performs general store operational duties including cashiering, customer service, truck unloading, stocking, merchandise recovery, and light cleaning or maintenance as assigned.

1. Greets and assists customers as needed in order to maintain

the highest level of customer service.

2. Maintains and operates point-of-sale systems efficiently and accurately.
3. Drives customer loyalty program participation, including sign ups and rewards processing at check-out.
4. Participates in the freight flow process including truck unloading, stocking, merchandise presentation and recovery.
5. Participates in furniture department operations including carry-outs and display assembly as needed.
6. Maintains appearance of the store's interior and exterior to company standards including light maintenance duties and cleaning.
7. Performs daily front-end maintenance including check stand cleanliness, replenishment of merchandise and supplies and floor safety.
8. Performs other tasks as assigned by Store Leadership, such as cart retrieval, shrink control and safety-related tasks.

Qualifications

1. High School Diploma, GED or equivalent work experience required. Must be at least 18 years of age.
2. Strong customer service and communication skills required.
3. Ability to work a flexible work schedule including nights, weekends and holidays required.
4. Prior retail experience preferred.
5. Previous experience operating a cash register preferred.
6. Ability to lift, carry, push, and pull a minimum of 50 pounds required. Ability to unload freight, to move product on and off of store shelves, to walk, stand, bend, stoop, or kneel for long periods of time, and to move freely throughout store on a continual basis required.
7. Basic English literacy and math skills required.

We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws.

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

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

Cook – Cafe Bon (New Bedford)

\$12-\$14 an hour

Cafe Bon in New Bedford, MA is looking for one cook to join our 7 person strong team. We are located on 218 Rockdale Ave. Our ideal candidate is attentive, ambitious, and hard-working.

Responsibilities

Set up workstations *Cook dishes to business standards *Follow

health and safety guidelines *Prepare ingredients for use during shift.

Qualifications

Proven working experience as a cook *Familiarity with kitchen equipment and utensils *Strong attention to detail *Ability to listen and communicate effectively. We are looking forward to hearing from you.

Available shifts and compensation:

Available shifts every day except Sundays and Saturdays. Compensation is \$12.00 – \$14.00/hour.

About Cafe Bon:

Cafe Bon in New Bedford, MA is looking for an individual to join our 7 person strong team. We are located on 218 Rockdale Ave. Our ideal candidate is attentive, ambitious, and hard-working.

By applying to this job, you agree to receive a text message with a link to your profile as well as a text message when an employer has responded to your application.

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

Crew Member – Wendy's (Dartmouth)

Families come in all shapes and sizes. And that includes the Wendy's family – the people you work with as a Wendy's Crew Member.

The stuff you want – like fun people, quality food, a schedule to meet your needs, and a paycheck – done. Our founder Dave Thomas had three rules for everyone who works here: Do the right thing. Treat people with respect. Make food better than they'd expect from a fast food place. No doubt you do the first two already. We can teach you the third!

Sounds good? Keep reading.

Our burgers are square, which means we don't cut corners. So hopefully, neither do you.

- Your natural friendliness is just one of your talents.
- You can handle a lot of stuff and not wig out.
- You're good with being on drive-thru one shift and making fries the next.
- You like making customers happy. For real.

What you bring to the table:

- Solid social skills – you act like your grandma is standing behind you (at least while you're at work).
- You see whatever's low – ketchup, straws, cups – and you fill it back up.
- You pitch in and help your crew and customers.
- You take and receive direction like a pro.
- You want to learn something new and be a part of something good.
- If something doesn't seem right, you make it right.
- You must be willing and able to:
 - Stand and move for most – if not all – of your shift.
 - Life up to 25-50 lbs. now and then
 - Handle weather related moments like rain at the drive-thru, taking out trash in the summer, etc.
- Wear a headset, use other restaurant equipment such as a register or grill, and follow brand standards and guidelines.

For more information on specific equipment or job requirements, see the job description or talk to the hiring manager.

We get it. We get you.

- Our food isn't one size fits all and our job opportunities aren't either. Whether you're looking for your first job or to build a career, a lot of hours or something to keep you busy on the weekend, you're an early bird or a night owl, we've got you covered.
- We are also a proud equal opportunity employer – that means all races, religions, nationalities, genders and the LGBTQ+

community are welcome. We provide reasonable accommodations in order to enable people with disabilities to perform the functions of their jobs.

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

Janitor – Buffalo Wild Wings (Dartmouth)

Know what it's like to be in the stadium on game day? Then you know what it's like to work at Buffalo Wild Wings. It's fun. It's fast-paced. We're at the top of our game – and we want to keep it that way. So we're constantly upping the ante, providing the ultimate experience for our fans. And, of course, it's our people that bring that experience to life.

GAME DAY

As a Janitor, you'll manage the daily cleaning of the sports bar. You will be responsible for maintaining cleanliness ensuring that we make a great first impression with every Guest.

WE'LL PROVIDE THE PLAYBOOK, HERE'S WHAT YOU BRING TO THE TABLE

- You know the business. You have recent retail or restaurant experience.
- You are a team player. You're not afraid to roll up your sleeves and jump in to help your Team.
- You're energetic, friendly and genuinely interested about what brings Guests through our doors
- You show passion & commitment. You strive in a fast-paced environment and are in it to win the game. If it were possible, you'd bleed black and yellow.

BRAG FACTOR

- You'll be working for the hottest brand around – and having tons of fun doing it. What else is in it for you? A lot!
- Competitive pay, Team Member discounts, incentive contests, insurance options, flexible scheduling. Join our Team – and get ready for a whole new ball game.

Buffalo Wild Wings, Inc. is an equal opportunity employer.

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

Cooks – Friendly's (Dartmouth)

Full-time, Part-time

Join the company with the vision to make the world Friendly, One Scoop at a Time!

Do you want to be part of a team whose mission is to Create Great Memories by bringing Family and Friends together? Year after year, we strive to be the best Friendly's we can be, because we owe it to our guests and to our team. We are friendly people!

Our team is filled with great people who are optimistic, fun and always act with integrity. Be one of those Friendly people who are making a difference in the business and the communities we serve on a daily basis.

Friendly's has opportunities for Cooks and Dishwashers to create simple moments of everyday happiness for our Guests! You bring the motivation, ability to multitask in a fast paced environment, and smiles and we will provide the training and opportunities! Our restaurants are all about Life with Extra Sprinkles!

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

Pizza Maker/Cook – Brick Pizzeria Napoletana (Fairhaven)

\$16 an hour

Job Description:

Simple. At all times employees should be working toward Brick's core goals:

1. Make customers smile – whatever it takes

2. Serve authentic Neapolitan pizza fast.

There are other things that are expected from our employees such as being friendly and helpful to customers and fellow employees, keeping Brick clean, getting prep done, keeping stations stocked, going fast etc. But we want to be clear that even though every task is important they are all 3rd behind making customers smile and serving authentic Neapolitan pizza fast.

Job Responsibilities (General):

- Be super friendly and helpful to customers
- Be knowledgeable about Brick's pizza, history, and procedures
- Be fast! Whatever the position is Brick employees need to be able to go fast!
- Do whatever it takes. To make customers smile :)
- Be able to deal with any setbacks with a positive attitude.
- Be a great team member. Help each other out.
- Go above and beyond. We expect Brick Employees to do more. Do that unexpected thing that makes a customer's day.
- Get to know our customers. Communicate with them. Say "Hello". Get their names. Ask about their day. Make sure they love their pizza. See if they want a cannoli or need a box. Take away their dirty dishes. Say "Have a good one!" when they leave.
- Basically treat customers like friends.

Minimum Qualifications:

- Big smile
- Speedy
- People person
- Team oriented
- Love Brick
- Super positive
- No excuses

Experience:

- Relevant: 1 year (Preferred)

Additional Compensation:

- Tips
- Store Discounts

Benefits:

- Flexible schedule
- Parental leave

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

Crew Member – Five Guys (Dartmouth)

Five Guys Burgers and Fries is one of America's most successful hamburger concepts, not just for its food, ranked the #1 burger in America by the Zagat survey, but also because of its employees.

We have a unique work environment where you're trained to work every position in the restaurant. From the register, to the grill, to morning prep and evening close, our crew members become a team working in all aspects of the restaurant.

We also have a unique crew bonus program that provides the opportunity to earn cash bonuses two times per week giving our crew members the opportunity to earn much higher incomes.

We have an open kitchen experience so it's fun and it's loud with lots of team communication. The crew's burger creation is part of the customer experience.

So, what's it take to be a successful Five Guys crew member?

- Energy & Stamina – it's a team-based work environment and crew energy is important.
- Ability To Work At A Fast Pace – Our kitchen's have a lot going on and there's lots of on-the-line communication and job rotation. It's not for everybody.
- Good Communication – Our crew is vocal and supports and works with each other on what's happening real-time during each shift.

- Love For Burgers and Classic Rock and Roll – We make some of the best burgers and fries in the biz and do it to the sounds of classic rock and roll. Yes, singing is encouraged.
- Caring About Your Teammates – Always working for the success of your team.

We provide Health Insurance (including Dental and Vision options) to crew members once they achieve 'full-time' status, 401K/Roth Retirement Plans with Employer Matches, Paid Personal Days, Complimentary Meals, Excellent Starting Pay and escalation of pay based upon performance, Voluntary Employer Sponsored Fun Outings and Retreats, On-line and Hands-On Training Programs, and also Excellent Opportunities for Advancement.

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

Team Member – KFC (New Bedford)

This job posting is for a position in a restaurant that is independently owned and operated by a franchisee. This means your application will be reviewed by the franchisee who will make any hiring decisions. If hired, the franchisee will be your employer and is alone responsible for any employment related matters.

At KFC, we feed the world. But we do more than fill people up. We fulfill their life. Our meals matter, and when we serve them with southern hospitality, we make our customer's day. So our jobs are more than a paycheck – they're about being independent, having fun, and making new friends.

As a Team Member, you could be the smiling face that greets and serves customers. Or you could be the cook that prepares our world famous chicken (and tell your friends you know the "secret" – just kiddin'). Whatever job you do, you know what you do matters – to your team and to your customers.

Requirements

- The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go:
- You're a fun and friendly person who values customers and takes absolute pride in everything you do.
- You like talking – a lot – even to strangers (despite what your Mom told you). This is important, because you're not able to text message customers.
- You've got attitude – the right kind of course – and understand the need to be on time, all the time. With loads of energy, you understand that work is easier – and more fun – working as a team.
- And you're at least 16 years old.

Keep in mind, this is just basic information. You'll find out more after you apply. And independently-owned franchised or licensed locations may have different requirements.

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](#)

Assembler I – AMETEK, Inc. (New Bedford)

POSITION SUMMARY:

Work with small parts and perform a variety of simple to moderate operations to assemble product. Perform short cycle, highly repetitive hand assembly operation of various styles and sizes of product parts which may be frames, preforms, bottoms, ground pins, lead frames, beads, pins, eyelets to carbon molds or to each other, **following prescribed methods:**

- Use a variety of hand tools including tweezers, magnets, mallets, vibrator, magazines, carbon molds, stands, glass beads, and tape machine. Use finger cots to prevent contamination of parts.
- Place molds in trays or on cardboard after completion of operation and tape.
- Orientation of heads may be by automation or hand prep for assembly to pins or eyelets.
- Work from flowsheet folder, blueprint specifications, process sheets, written and/or verbal instructions.
- Operate lead-cutting machine to trim lead frames to proper size as specified by customer.

- Use magnifier and related equipment and materials.
- Perform additional assembly work as directed.
- Move materials as necessary in performance of duties. May also be moved by others.
- Detect and report improper operation, faulty equipment, defective materials and unusual conditions to group leader or supervisor.

Position Requirements:

- 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.

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

Service Technician (Will Train) – Orkin LLC (New Bedford)

At Orkin, our purpose is to help protect the world where we live, work, and play. Our Service Technicians are committed to this purpose. Orkin is the pest management industry leader. We offer extensive training for our Service Technicians who deliver valuable service to customers every day.

Are you interested in a chance to expand your knowledge and grow your career as well as your financial opportunities? Then check out our position that can turn into so much more!

The Successful Candidate Will:

- Complete our award-winning training and learn the skills required to be responsible for the daily operation of a pest control service route

- Follow a route schedule within assigned territory, ensuring timely and safe arrival at each customer
- Operate a company vehicle safely and ensure cleanliness of the vehicle and equipment
- Communicate with customers to ensure satisfaction and discuss additional services that meet customer needs for a complete pest management program
- Serve as a problem solver for your customer by utilizing the in-depth training provided to decide on the most efficient and best overall pest solution for each customer's needs
- Complete all required service-related documentation and leverage your hand held device provided for speed and accuracy
- Serve as a key member of the local branch team!

We Offer:

- Competitive pay and a company vehicle upon route assignment
- Quality, comprehensive, paid training program

Why Orkin?

- Founded in 1901, Orkin is a global residential and business service provider who provides the most accurate, comprehensive, and efficient pest management services for both residential and commercial customers
- As the industry leader, we value PEOPLE, PROGRESS and PROFESSIONALISM
- The Pest Management Industry is growing – and is a recession resistant line of business

Are you ready to take your CAREER to the next level?

We require a good driving record and the ability to pass a drug screen. Candidates must meet physical job requirements and safely perform the **following job duties with or without accommodations:**

- Safely use a ladder within the manufacturer's weight capacity
- Lift and carry up to 50 lbs.
- Safely access crawl spaces, attics, confined spaces, roof tops, etc.

- Ability to work in all types of weather conditions
- Keywords: competitive earnings, career, management, military, route manager, training, trainee, service, construction, driver, fleet, lawn, route, field, delivery, uniform, warehouse, retail, restaurant, hotel, apartment, uniform, route driver

Experience

Preferred

- Less than 1 year(s): Ability to manage route-based assignments
- Less than 1 year(s): Ability to work in the field independently

Required

- High School/GED or better

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

Warehouse Associate – Talbots (Lakeville)

\$15 an hour, Temporary

ARE YOU LOOKING FOR A GREAT PLACE TO WORK?

We offer:

- Clean, safe, climate controlled environment
- Company-subsidized cafeteria
- Opportunities to grow your career
- Friendly, team-oriented culture

The Talbots Distribution Center in Lakeville has openings for Warehouse Associates who will perform general warehouse/fulfillment functions such as Replenishment (put away), Picking and Packing. Associates will be assigned to a home department, but cross-trained in other departments and must be willing to rotate into other areas as needed. Exact hours and days of the week depending upon Department.

Full-time positions are eligible for our benefits plan

including:

- Medical, dental and vision benefits after 30 days
- 401(k) plan with company match
- Paid vacation
- Paid sick time
- Paid holidays
- Associate discount
- Tuition reimbursement

Day shifts:

- Start times vary by department
- Days open: Monday – Saturday

Typical Part Time shift options:

- Saturdays only: 6:30 am – 3 pm; 7:30 am – 4 pm
- Evenings: Monday – Friday: 3pm – 6 pm (anywhere between 2 – 5 days/week)
- Combination of Saturday and Evening shifts
- 24 hours/week: Monday – Wednesday (5:30am – 2pm OR 7:00 am – 3pm) or other variations of 2 – 3 days per week available days include Saturday, Monday, Tuesday or Wednesday

Education/Experience/Knowledge:

- Must be dependable and punctual.
- Must be able to be on your feet all day.
- Must be able to push, pull and lift up to 30 lbs on an occasional basis
(some departments such as Replenishment may require more frequent lifting up to 50 lbs).
- Must have strong team skills, communication skills and attention to detail
- Must be at least 16 years old. If under 18 years old, must procure appropriate youth work permit.

Talbots is a leading omni-channel specialty retailer of women's clothing, shoes and accessories. Established in 1947, the company is known for modern classic style that's both timeless and timely, fine quality craftsmanship and gracious

service. At Talbots relationships are the key to our business, we hire individuals who bring new ideas to the table, understand smart risk taking and can enhance an already thriving culture. With a commitment to offer modern classic style for every body type, through a full range of sizes, inclusive to every woman in your life.

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

Warehouse Worker/Package Handler – UPS (South Dartmouth)

Part-time, \$14.00 – \$19.00/Hour with weekly bonuses, depending on location and shift

Shift: Sunrise (4:00 AM – 9:00 AM)

Twilight (6:15 PM – 10:00 PM)

Night (11:30 PM – 4:30 AM)

WAREHOUSE WORKER – PACKAGE HANDLER

Find out what you'll become as a Package Handler at UPS. In this fast-paced warehouse job, you'll lift, lower and slide packages up to 70 lbs. You'll typically work 3 $\frac{1}{2}$ – 4 hour shifts, approximately 17 $\frac{1}{2}$ – 20 hours per week in this part-time or seasonal role. As part of the UPS team, you'll receive a competitive hourly rate and an attractive benefits package. Take the next step on your career journey as a Package Handler/Warehouse Worker at UPS.

If you're a student at an approved college, university, trade or technical school, UPS offers an educational assistance program that could provide you with up to \$25,000 for tuition, books and fees. If you qualify, you'll be eligible for the program on your first day of work at UPS.

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

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

Warehouse Worker – Enos Home Medical (New Bedford)

\$12.75 an hour, Full-Time

Urgently hiring!

Responsibilities and Duties:

- Ensures all equipment is properly cleaned and in suitable condition to go be reused.
- Cleans and performs inspection for incoming equipment
- Repairs and maintains rental wheelchairs in a timely manner.
- Repairs and maintains wheelchairs through special contracts with the company
- Repairs and maintains powered air mattresses and other general DME equipment.
- Troubleshoots and repairs full, semi-electric, and manual hospital beds.
- Maintains an adequate and appropriate supply of repair parts.
- Documents all repair work.
- Unloads trucks as needed
- All other duties as assigned

Qualifications:

- Must be legally authorized to work in the United States

Physical Requirement:

- In an 8 hour day the employee lifts/carries 100 lbs. frequently.
- In an 8 hour day the employee stands/walks 8 hours.

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan

- Paid time off

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

Emergency Medical Services (Paramedic) – City of New Bedford

PAY: \$24.37hr

- Examine, assess and stabilize patients at emergency scene, i.e., hemorrhage control, treatment for shock, immobilization of fractures, bandaging, proper treatment for burns, poisoning or drug overdose, deliver newborns, manage mentally disturbed patients, etc.
- Obtain medical history, check vital signs; advise/inform Medical Control at the hospital of diagnostic indications.
- Perform definitive life support; administer treatment and utilize advanced life support equipment and procedures as directed by authorized physician and State treatment protocols, i.e., endotracheal intubations, defibrillation, synchronized cardioversion, nasogastric intubations, closed chest decompression, intravenous administration of drugs and fluids, external trans thoracic cardiac pacing, and interpret 12 lead EKG's, etc.
- Respond to a wide range of emergency situations as required. Control scene of medical emergency; conduct triage, treatment and transportation at mass casualty incidents.
- Document pre-hospital care received by patients to facilitate admission to health care facility.
- Prepare patients for transport; monitor patients in ambulance to maintain patient stability, administer additional treatment when necessary.
- Operate ambulances and other emergency vehicles as needed to and from scene of emergency.

Current certification as an Emergency Medical Technician-Paramedic by the Mass. DPH, and current certification as a CPR healthcare provider by the American Heart Association

(M.G.L., Ch 111C, Section 3 and 6). Current certification in Advanced Cardiac Life Support by AHA.

- Subject to re-certification by the State Office of Emergency Medical Service.
- One year of Paramedic experience preferred but not required.
- Knowledge of pharmacology, and drugs used in advanced life support and possible reactions;
- Federal and State drug laws; pathophysiology; advanced human anatomy and physiology; medical telemetry; Advanced Life Support equipment; MGL, Ch 89, 90, and 111C; Mass. DPH re-certification requirements; regional communication protocols.
- Knowledge of major transportation routes in the locality, defensive and emergency driving procedures, emergency medical service vehicle limitations, local emergency medical service Point-of-Entry procedures.
- Certain immunizations will be recommended and/or required prior to commencement of employment duties.

For more information, please visit:
<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

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

Water System Maintenance Person – City of New Bedford

PAY: \$14.20hr – \$18.79hr

- Performs work in connection with the maintenance, construction, and repairs of the distribution, collection and highway system. Installs water meters, operates gate valves, and service shutoffs.
- Capable of reading service cards, gate and hydrant location books and plans.
- Performs semiskilled manual work in the construction, operation and maintenance of distribution and collection systems, including work on reservoirs, treatment plants, pump

stations and water gates.

- Cuts, lays and caulks water pipes using machine or hand tools forcing sealing compound into joints to make them watertight; pumps water from trenches; digs, braces and backfills excavations for the purpose of locating pipe leaks or preparing areas for laying pipes.
- Replaces worn and broken parts in distribution and collection systems. Operates motor equipment.

Graduation from a high school or GED equivalent preferred. Requires one year of prior experience. Must be able to work with hydrants, water gates, valves and collection system related equipment Must possess a valid Massachusetts driver's license with good driving record. Subject to call seven days a week/twenty-four hours a day for emergency work.

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

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

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in

programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

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

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

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

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

PAY: \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit

www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

PAY: \$15.00hr – \$16.00hr

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

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

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

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

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of

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

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

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

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.

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. 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. 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. New Bedford has a residency requirement. EEO.

**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. Applications will be accepted until a

suitable candidate is found. New Bedford has a residency requirement. EEO.

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

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 (Temporary) – City of New Bedford

PAY: \$15.46hr - \$20.92hr

- Monitors and controls electronic computer to process business or other data according to operating instructions. Selects and loads input and output units with materials such as tapes or printout forms for operating runs.
- Operates on-line or off-line machines according to written or oral instructions to transfer data from one form to another, print output and read data into and out of computer.
- Recommends changes in programs, routines and quality control standards. Prepares for review records and reports of operating and down time; operates computers to assist in locating and overcoming error conditions.
- Develops operating methods to process data; assists in the development of useful computer programs. Keypunches and edits; assists general public, office staff and City employees.
- Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work under pressure and/or frequent interruptions.
- Knowledge of personal computers and various programs.
- Graduation from a high school or GED equivalent with specialized course work in computer

operations.

For more information, please visit:
<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

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

New Bedford has a residency requirement.

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

Program Monitor – City of New Bedford Health Department

PAY: \$59,841 – \$74,809

Monitors and coordinates program activities and helps develop and implement grant work plan. Works with local partners, cluster communities and the Greater New Bedford Opioid Task Force to assess training and Naloxone needs and delivers trainings.

Collaborate with local and regional partners including municipal, private sector, non-profit and local schools, colleges and/or universities to provide Naloxone training, licit and illicit drug safety training and Naloxone distribution. Conduct data analyses and assists Lead Evaluator to provide empirical documentation for grant project activities, outcomes and reports.

Bachelor's degree in public health, administration, or related discipline. Three years of experience in public health or any related field, 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. EE0.

Library Branch Manager – City of New Bedford

PAY: \$59,841 – \$74,809

Manages the overall service plan and daily operation of a branch library, including staff management, collection development and maintenance, services and programs, customer and community relations, outreach, developing partnerships and overseeing the general maintenance and security of the library building and grounds.

Oversees the operation of the branch library; supervises trains, evaluates, schedules and participates in selection of branch staff. Plans and implements library programs for all ages including story hours, after-school activities, educational workshops, reading groups, and technology literacy classes. Analyzes circulation rates and patron requests to prepare current collections and respond to local needs; prepares displays of library materials. Collaborates with the Library Director on grants development, grant writing and related activities.

Master's Degree in Library Science. Two years of relevant experience working in a library or a related library field. Spanish speaking preferred. 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. 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.