

# The South Coast Hot Jobs List

## – January 26, 2020

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of January 26, 2020. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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### **Automotive Parts Manager – Empire Ford**

Empire Ford is currently looking to hire an experienced Automotive Parts Manager! We are looking for a qualified applicant to head our Parts Departments and are offering competitive pay and full benefits.

Previous Dealership Auto Parts experience IS REQUIRED!  
Previous Ford experience is a PLUS!

We are in the business of selling new and used vehicles and providing exceptional service to those vehicles. We are also a designated Ford Commercial Vehicle Center, specializing on servicing medium and heavy duty commercial vehicles. Our Dealership has built a reputation on providing courteous, honest service. Our customers appreciate the way we do business, and we know you will too. If you want to work for a successful organization where you can make a difference, then this is the place for you. Send resume to Kevin Lighty, Service Manager at [klighty@buyempireautogroup.com](mailto:klighty@buyempireautogroup.com)

#### **WE OFFER:**

- We offer top pay for qualified applicants!
- Benefits available include medical, dental & paid time off!
- Ongoing training and development!
- Long standing dealer group with an exceptional reputation in

the community!

- Strong, supportive team work environment!

## **RESPONSIBILITIES**

- Properly staff department; including hiring, training, and monitoring the performance of all parts department employees.
- Create and oversee an annual operating budget for the parts department.
- Work with the service department, collision repair and wholesale account representatives to ensure inventory is available when needed.
- Establish competitive pricing in various categories while generating profits and maintaining high CSI.
- Determine appropriate inventory levels and ensure periodic parts turnover.
- Adjust stock to eliminate accumulation of unused or old parts.
- Confirming that parts are appropriately coded so the dealership can claim a complete refund for unused factory stock.
- Review sales, costs and stock monthly to ensure budget is met.
- Reynolds experience is a plus.

## **PREVIOUS DEALERSHIP AUTO PARTS EXPERIENCE IS REQUIRED!**

## **REQUIREMENTS**

- Previous Dealership Automotive Parts Manager Experience
- General Ford Experience is a PLUS
- Must be able to Pass a Background Check
- Excellent Communication Skills
- Integrity, A Positive Attitude And A Strong Work Ethic Required
- Eager for continuous growth, both within the department and personally

## **Experience:**

- Ford Parts: 1 year (Preferred)
- Parts Manager: 1 year (Preferred)

**Benefits:**

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

**Salary: \$70,000.00 to \$150,000.00 /year**

*Pay may depend on skills and/or qualifications*

**Additional Compensation:**

- Commission
- Bonuses
- Store Discounts□

**Send resume to Kevin Lighty, Service Manager at**  
klighty@buyempireautogroup.com  
<https://www.empirefordofnewbedford.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.

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**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



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**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.

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### **OTHER DUTIES**

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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): \_\_\_\_\_



## **Operations Office Assistant – CertaPro Painters of New Bedford**

*Full-time, \$43,500.00 to \$47,000.00 /year*

An established local company looking to expand it's Painting Division is looking for a full time diversified person to work with the Manager on all aspects of Business.

### **Responsibilities for Operations Assistant:**

- Work closely with the operations manager to oversee daily business operations
  - Responsible for enforcing company policies and procedures within the office
  - Proactively recommend improvements to increase sales performance
  - Liaise with different departments to improve performance and work efficiency
  - Attending to any correspondence and emails by customers, clients and contractor
- ### **Qualifications for Operations Assistant**
- Experience in a business work environment preferred
  - Excellent verbal and written communication skills
  - Strong business acumen
  - Proficiency in Microsoft Office applications
  - An eye for attention to detail
  - Ability to work effectively in a fast-paced environment
  - Ability to work within office environment and job site travel

### **Benefits:**

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

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](https://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](https://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>



**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](https://jobs.marriott.com)**

### **Brand Associate – Old Navy (Dartmouth)**

As a Brand Associate, you're an integral part of our team and bring our brand to life for our customers. You're responsible for engaging and connecting with our customers by providing excellent customer service resulting in brand loyalty. You're an expert in product and use your knowledge and experience to educate, inform, inspire and wardrobe the customer. Through



collaboration with your leadership team, you'll deliver a best-in-class customer experience using an omni-channel approach.

### **What you'll do**

- Consistently treat all customers and employees with respect and contribute to a positive work environment.
- Promote loyalty by educating customers about our loyalty programs.
- Seek out and engage with customers to drive sales and service using suggestive selling.
- Enhance customer experience using all omni-channel offerings.
- Be accountable to personal goals which contribute to overall store goals and results.
- Support sales floor, fitting room, cash wrap, back of house, as required.
- Maintain a neat, clean and organized work center.
- Handle all customer interactions and potential issues and returns courteously and professionally.
- Execute operational processes effectively and efficiently.

### **Who you are**

- A good communicator with the ability to effectively interact with customers and your team to meet goals.
- A customer-focused service provider both on and off the sales floor to help deliver an exceptional experience for our customers.
- Passionate about retail and thrive in a fast-paced environment.
- A problem solver with a focus on continuous improvement, who is always learning, open to feedback and takes action as required.
- Agreeable to work a flexible schedule to meet the needs of the business, including holiday, evening, overnight and weekend shifts.
- Able to utilize retail technology.

- Able to maneuver around sales floor, stockroom and office and lift up to 30 lbs.

### **Benefits at Old Navy**

- Merchandise discount for our brands: 50% off regular-priced merchandise at Gap, Banana Republic and Old Navy, 30% off at Outlet and 25% off at Athleta for all employees.
- One of the most competitive Paid Time Off plans in the industry.\*
- Employees can take up to five “on the clock” hours each month to volunteer at a charity of their choice.\*
- Extensive 401(k) plan with company matching for contributions up to four percent of an employee’s base pay.\*
- Employee stock purchase plan.\*
- Medical, dental, vision and life insurance.\*

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](#)

### **Brand Representative – Hollister Co. (Dartmouth)**

Abercrombie & Fitch Co. is a leading global specialty retailer of high-quality, casual apparel for men, women and kids with an active, youthful lifestyle under its Abercrombie & Fitch, abercrombie kids, and Hollister Co. brands. A&F was founded in 1892 and is based in New Albany, Ohio. A&F sells merchandise through retail stores in the United States, Canada, Europe, Asia, Mexico, and the Middle East. The Company also operates

e-commerce websites at [www.abercrombie.com](http://www.abercrombie.com), [www.abercrombiekids.com](http://www.abercrombiekids.com), [www.hollisterco.com](http://www.hollisterco.com)

## **THE JOB**

- The Hollister associate is truly engaged.
- They provide great customer service by anticipating and responding to customer needs.
- An individual who is outgoing, stylish, and helpful.
- They demonstrate a keen awareness of the store environment by ensuring they always remain approachable and warm.

They are able to initiate conversations and connect with the customer by communicating in a genuine and articulate way; that ensures the customer is always the first priority.

Demonstrates relatable, confident and highly social behaviors on the sales floor that translate into closing the sale.

## **WHAT IT TAKES**

- Adaptability / Flexibility
- Stress Tolerance
- Applied Learning
- Attention to Detail
- Multi-Tasking
- Work Ethic

## **WHAT YOU'LL DO**

- Customer Experience
- Store Presentation and Sales Floor
- Communication
- Asset Protection and Shrink
- Policies and Procedures
- Training and Development

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.
  - Lift 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](#)

**Veterinary Hospital Receptionist – Chase Farm Veterinary Hospital (Dartmouth)**

We are looking to add an enthusiastic and motivated person to join our 8 doctor practice! The duties of our receptionists include greeting and checking in clients, performing monetary transactions, keeping proper medical records, educating clients about products, answering a six-line phone system, assisting our veterinarians with calls, and so much more!

Our ideal candidate has prior customer service experience (prior experience in a veterinary clinic is a plus), is able to multi-task and problem solve in a fast-paced environment and enjoys helping people.

The position includes benefits such as paid vacation and holiday time, health insurance, a uniform allowance, pet discounts and more! This position requires day, afternoon, evening and rotating Saturday shifts.

Interested candidates should submit a cover letter and resume for review.

**Experience:**

- Veterinary hospital: 1 year (Preferred)

**Education:**

- High school or equivalent (Required)

**Benefits:**

- Health insurance
- Retirement plan
- Paid time off

**Financial Duties:**

- Processing payments

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](#)

### **Full Time Teller – Santander (New Bedford)**

As a member of Santander's retail banking division you'll help serve Santander's retail and small business customers as part of one of the top banks in the United States based on deposits. With principal presence in the northeast U.S., Santander's retail division offers consumer and lending products to help our customers reach their financial goals. Santander currently serves nearly 2 million retail customers and 5.2% of the 2.7 million small businesses in the US footprint have a transactional account with Santander Bank.

The Representative, Teller processes face-to-face Customer transactions for a variety of routine financial transactions.

#### **Responsibilities**

- Adheres to safe deposit box procedures/ operations and guidelines
- Assists in exceeding service goals by minimizing Customer wait times and accurately and efficiently processing Customer transactions
- Educates and engages Customers in conversations regarding their current and future financial needs and educates Customers about Bank products and services
- Provides exceptional Customer service by meeting all Customer demands as they relate to relatively straightforward inquiries, with the support of more experienced Personnel
- Recognizes sales opportunities and cross-sells bank products by making quality referrals, meeting all assigned teller goals
- Validates transactions for system or operational changes to ensure operational integrity and compliance to all required regulations



## **Qualifications**

- Bachelor's Degree, or equivalent work experience;
- 0-3 years; Cash Handling experience in a Retail or Banking environment
- Ability to adhere to policies, procedures, and instructions of management
- Ability to effectively ask questions and identify needs to enhance the customer relationship
- Detail oriented with the ability to function in a fast-paced and changing environment
- General Math skills
- Superior customer service skills
- Minimal physical effort such as sitting, standing, and walking
- Actively seeks information to understand customer needs
- Communicates clearly and precisely
- Listens carefully and asks questions to clarify understanding
- Displays a can-do attitude and willingness to learn
- Proactively clarifies one's tasks and responsibilities
- Has basic understanding of organization's flagship products and services
- Can identify the risk return of products and services
- Learns about and diligently follows established risk management policies, processes and procedures
- Learns new methods and procedures or modifies them to meet new standards Is positive about new approaches and methods resulting from change
- Works effectively in team settings
- Shows appreciation for others' help and lends a hand when needed to complete shared tasks

This is a Full-Time position and the hours per week will generally be between 30 and 40 hours per week. The Recruiter for this position will be able to discuss the specifics of the schedule requirements and hours for this position. This is a non-exempt position eligible for overtime compensation

calculated at 1.5 times your regular rate of pay for any hours worked over 40 hours per week, subject to all Santander policies and approvals regarding overtime

At Santander, we value and respect differences in our workforce and strive to increase the diversity of our teams. We actively encourage everyone to apply.

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

## **Sales Associate – 7-Eleven (New Bedford)**

### **Overview:**

The person who greets and helps customers in a local 7-Eleven is the most important person in the 7-Eleven corporation. Bar none. You are the face of our company. You are 7-Eleven to our customer. We rely on you to provide outstanding service; maintain a clean, customer-friendly environment; stock and merchandise products; and, naturally, operate the register.

There is plenty of opportunity to grow in this position. You can complete additional training to become a Certified Sales Associate, and learn to forecast and order product using our state-of-the-art Retail Information System.

### **Getting There**

We believe great training is the foundation for exceptional performance. Your training is specifically designed to give you the skills necessary to be successful at each level. To complete the 7-Eleven total rewards package, learning and development opportunities are available through a well-defined career path, giving you more ways to advance through the company.

### **Responsibilities:**

- Provide prompt, efficient and courteous customer service
- Aid in maintaining a clean, customer friendly environment in the store
- Ring customer sales on an electronic cash register

- Receive cash from customers and give correct change
- Perform all regular cleaning activities and other tasks that are included on job assignments
- Forecast, order and stock merchandise (upon completion of training)

**Qualifications:**

- The Sales Associate position requires the following:
- High school diploma or equivalent preferred
- Must be able to communicate clearly and effectively with customers and coworkers
- Desire to be part of a performance-driven team

**Physical Requirements**

The Sales Associate position requires constant standing and walking with occasional stooping, reaching, kneeling and crouching/ squatting. Frequent or occasional lifting, carrying, pushing and pulling of 20 – 50 pounds is required.

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](#)

## **Sales Associate – GUESS? (Dartmouth)**

### **Position Overview**

The sales associate is responsible for maintaining store standards and delivering a positive customer experience. The sales associate will also be responsible for a variety of operational duties as assigned by the store management team (i.e. housekeeping duties, visual presentation standards, etc.).

### **Customer Experience**

- Greets customers immediately upon entering the store with a smile and sincere non-business like greeting

- Creates a positive first impression for the customer through an energetic attitude and adhering to dress code
- Creates a sparkling clean and organized environment by maintaining store standards and cleanliness
- Provides customers with current relevant information about the product
- Provides quality service in the fitting rooms, follows up with customers in a timely manner and maintains cash wrap cleanliness
- Provides efficient service at the cash wrap, offers Gift Cards, maintains cash wrap cleanliness and captures customer information in the database
- Sincerely thanks all customers for shopping as they exit the store
- Cooperation & Dependability
- Satisfactorily completes all duties as assigned by management
- Is punctual and adheres to designated work schedule
- Is flexible and works well with peers and management to accomplish duties
- Demonstrates a sense of urgency to maintain visual standards within their assigned zone
- Follows GUESS Policies and Procedures 100%
- Performs housekeeping duties as required

### **Miscellaneous Responsibilities**

- Participates in and attends all store meetings and other related functions
- Represents a positive attitude toward the merchandise and the company
- Participates in all inventories
- Assumes and completes other duties as assigned by store management
- Some heavy lifting in excess of 30 pounds
- Scheduled shifts may require standing for a minimum of eight hours

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

**Warehouse Worker – Enos Home Medical (New Bedford)**

*\$12.75 an hour, Full-Time*

**Food Runner/Busser – Brazilian Grill (Dartmouth)**

*Full-time, Part-time, \$500.00 to \$600.00 /week*

**Urgently hiring!**

Bussers clean tables, taking plates, utensils and drinkware to the kitchen to be washed, make sure diners' water glasses are full, and reset tables for the next service. Bussers might help waiters and waitresses bring food out to a table, restock utensils, napkins and other dining room needs.

**Requirements**

- Must be able to transport objects up to 20 lbs, stand for long periods of time, and work at a quick pace.
- Must be able to work weekends and holidays

**Compensation:**

- Hourly rate plus tips after training

**Additional Compensation:**

- Tips
- Bonuses
- Store Discounts

**Benefits:**

- Health insurance
- Dental insurance
- Paid time off
- Flexible schedule

**Typical start time:**

- 3PM

**Typical end time:**

- 10PM

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

### **Document Scanner – Enos Home Oxygen & Medical Supply, Inc**

*Part-time, \$12.75 /hour*

Enos Home Medical is currently looking for a part-time document scanner. This is a perfect job opportunity for a student with afternoon availability or someone who is looking for part-time work.

#### **Document Scanner**

- Sort and upload all delivery tickets daily to Google drive
- Monitor Google drive for discrepancies with delivery tickets previously uploaded
- Upload completed delivery tickets for document management sorting
- Separate all driver delivery paperwork and keep on file
- Archiving completed paperwork and send to storage
- All other duties as assigned

#### **Qualifications:**

- General knowledge of internet navigation and research, fax transmission, copy equipment, email, etc.
- Some knowledge with Microsoft Outlook, Word, and Excel

Enos Home Oxygen & Medical Supply, Inc. is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law.

#### **Hours per week:**

- 10-19

#### **This Job Is Ideal for Someone Who Is:**

- Dependable – more reliable than spontaneous
- People-oriented – enjoys interacting with people and working on group projects
- Adaptable/flexible – enjoys doing work that requires frequent shifts in direction
- Detail-oriented – would rather focus on the details of work than the bigger picture
- Achievement-oriented – enjoys taking on challenges, even if they might fail
- Autonomous/Independent – enjoys working with little direction

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

### **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. 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](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.

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

### **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](http://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](http://www.newbedford-ma.gov). New Bedford has a residency requirement. EEO

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