

# The South Coast Hot Jobs List – February 16, 2020

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of February 16, 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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## **Multiple Positions – Lifestream, Inc.**

If you're looking for work or even a new career you should consider stopping by Lifestream this Friday afternoon to see what Lifestream Inc. has to offer.

They conduct walk-in interviews on Tuesdays from 9-11 am and Fridays from 1-3pm at our 13 Welby Rd., New Bedford office. Please stop in, learn more about them, and fill out an application. They have full and part-time direct care, LPN and management positions available! Bring a resume and a good attitude.

**At LifeStream, Inc. we firmly believe that our employees drive our success as an organization. If you are someone looking to make a difference in the lives of individuals with disabilities, we would love to have you on our team!**

LifeStream, Inc. offers extremely generous benefits to our employees, including: health, dental, vision, free short and long-term disability insurance and life insurance, discounted gym memberships, 401k retirement savings plans, flexible spending accounts and tuition reimbursement and remission plans! Shift differentials are offered, dependent on the location, as well. We also offer our employees the opportunity to participate in seasonal farm share programs and company-

sponsored activities and recognition events.

If you can't make it to the event this week and you still would like to apply for a job, please visit our website at <http://www.lifestreaminc.com/careers/> where you can see a full list of our current job openings. Schedules vary by location.



## **Career Day – Riley Brothers**

**Come down check out Career Day on Wednesday 2/19/20 (10AM-4PM) to APPLY & INTERVIEW ON THE SAME DAY!**

Riley Brothers is **HIRING** for **CDL DRIVERS, EQUIPMENT OPERATORS and LABORERS**. If you want a job in construction then **COME BUILD YOUR FUTURE WITH US**.

**BRING** your **DRIVERS LICENSE & A GOOD ATTITUDE**. Hiring on the spot!

**RILEY BROTHERS** are located at:

- 479 MT. Pleasant St, New Bedford MA
- February 19th, 2020
- 10AM-4PM

If you are unable to attend in person you can apply for a job online any time: <https://www.rileybrothers.net/careers>



### **General Laborer – Raw Seafoods, Inc.**

*Full-time, \$12.75 /hour*

We are a growing family-owned company, looking for hard-working individuals to join our team. The work is fast-paced, physical and requires attention to the security and quality of the job done. Attendance and reliability are extremely important.

There are a variety of duties, depending on the department in which the employee is placed. We have space in multiple departments and on 1st and 2nd shifts.

#### **Job Duties:**

- Ensure that orders are accurate.
- Grading Scallops.
- Operate scale.
- Stack boxes and vats.
- Lift boxes and move needed product.
- Operate handling equipment, following safety requirements.
- Ensure warehouse and production goals are met.
- Maintain a high level of health and safety requirements.
- Ensure warehouse and production goals are met.
- Maintain a high level of health and safety standards.

- Shrink wraps products to pallets.
- Packs warehouse orders as necessary.
- Performs other general warehouse duties as needed.

**Order Picker Skills and qualifications:**

- Previous experience preferred but not mandatory.
- Ability to lift 80 lbs.
- Ability to stay on feet for long periods of time.
- Ability to work in a cold/wet area.

**Benefits:**

- At 30 days of employment , eligible to enroll in the company health insurance.
- Earn sick time under the MA Paid Sick Leave, 1 hour per every 30 worked, up to the limit of 40 in a calendar year.
- After 90 days of employment, qualifies for 6 company paid holidays(New Year's, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas Day).
- After 1 year of employment, qualifies for the company 401 K, with a match of up to 4% of gross earnings.

**Experience:**

- General Labor: 1 year (Preferred)
- Forklift Operator: 1 year (Preferred)

**Benefits:**

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

**Labor type:**

- Manufacturing

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

**Mail Services Associates – Reynolds DeWalt**

Reynolds DeWalt, located in the New Bedford industrial park is seeking qualified applicants to join their team! **Apply Here:** <https://www.reynoldsdewalt.com/employment-opportunities/>

## **MAIL SERVICES ASSOCIATES**

Direct Mail Operations Department looking for an experienced and motivated mail technician.

- Full-Service IMB comprehension a plus.
- Full-time positions, 1st and 2nd shifts available
- Insurance benefits
- 401K with match after a 90-day review.
- Union Shop

## **Essential Duties and Responsibilities**

Responsible for assisting management in coordinating all aspects of client's mailing, including submission electronic postal paperwork, following detailed instructions on special jobs, inkjet operations, insert operations, lettershop applications.

- Set up and operate inkjet and inserting machines.
- Pick product for projects
- Maintain USPS mailing equipment inventory
- Coordinate proofing and sign-offs with client service representatives.
- Monitor timelines to ensure successful firm mail drop dates.

## **Education and Experience**

- High school diploma or equivalent preferred.
- Years of experience required: 5

## **Skills/Qualifications**

- Ability to follow verbal directions.
- Ability to read instructions in English.
- Ability to solve problems.
- Ability to work in a team environment.

- Ability to work in a fast-paced environment.
- Ability to perform quality control.

### **Physical Demands**

- Ability to stand for extended periods of time.
- Repetitive use of hands, fingers and arms.
- Ability to demonstrate fine dexterity skills.
- Ability to move about the facility.
- Ability to climb, bend, reach, kneel and crouch.
- Ability to lift up to 25 pounds.
- Ability to wear Personal Protective Equipment (PPE) as needed.

### **Work Environment**

- Exposure to loud noise level.
- Personal Protective Equipment
- Safety Glasses (as needed).

### **Reynolds DeWalt**

*186 Duchaine Blvd*

*New Bedford, MA 02745*

**<https://www.reynoldsdewalt.com/employment-opportunities/>**



### **Greenhouse Worker/Edible Flower Picker – Taste Buds (South Dartmouth)**

*Part-time*

31 years in business – over 10 million flowers picked and sold!

### **Description and Responsibilities:**

- accepting resumes for Spring – some hours available now – more later
- required for response – include a cover letter telling us why you would like this job
- a morning job for people who love to move fast and enjoy variety and nature

- located near Bayside restaurant – Westport, MA
- valid driver's license with clean driving record and reliable vehicle
- if you fear bugs, dogs or have allergies this is not the job for you
- 4-6 mornings and 3-4 hours each day – 9am start until it gets warmer, then starting at 8:00 – possibly one weekend shift
- salary \$13 an hour to start – increases with increased responsibility – attendance bonus
- punctual, honest, strong back
- picking/packing edible flowers (not marijuana)
- greenhouse maintenance
- adaptability to constantly changing environment and weather
- self-motivated

#### **License:**

Driver's License required – do not apply without one (Preferred)

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

### **Nurse Health Manager and Health Assistant positions – PACE**

#### **HEALTH ASSISTANT**

*\$12.34 – \$19.77/hour, 30 hours per week, 39 weeks per year*

One year plus (1+) experience as a Medical Assistant, CNA, or HHA preferred. Bi-lingual preferred. The Health Assistant is responsible for assisting the Senior Health Assistant and Nurse Manager with clinical and clerical tasks pertaining to the health maintenance of students and staff. The Health Assistant will perform vision and hearing screenings, height and weight checks, medication administration, data entry, filing, and office organization. The Health Assistant is required to have a valid CPR/AED/First Aid training and computer proficiency.

The Health Assistant will provide clerical and clinical support in accordance with federal, state, and site regulations and policies, under the guidance of the Nurse Manager. Valid driver's license required. Must be able to pass CORI and DCF background checks.

Low-cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

**P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**

**Deadline to apply:** 5:00 p.m., Friday, February 21, 2020

Must e-mail a cover letter with your mailing address, title of position, and resume/application to: [hrjobapplications@paceinfo.org](mailto:hrjobapplications@paceinfo.org) or mail the same information to:

**P.A.C.E., Inc.**

*P.O. Box 5-626*

*New Bedford, MA 02742*

*Attn: Director of Human Resources*

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#### **NURSE/HEALTH MANAGER**

*\$27.50 – \$30.00/hr., 30 – 35 hrs. per wk., 48 – 52 wks. per yr.*

RN licensure required in the State of Massachusetts and the understanding of the policies and procedures that govern Early Childhood Learning Programs. Bi-lingual skills preferred. Must be able to pass CORI and DCF background checks. The Nurse/Health Manager will oversee the operations of the Health Service area of P.A.C.E., Head Start.

This position will assist the program in adhering to the NAEYC, EEC, and Federal Program Standards regarding the physicals and vaccinations for children in the program ranging



from birth to 5 years old. Will be responsible for supervising the Health Assistants; perform mandatory vision, hearing, and health screenings for all children.

This role will work professionally and possess the communication skills necessary to work collaboratively with other staff, parents, and community members to support Head Start in understanding the health needs of the population and developing strategies to address those needs. Must be physically able to safely supervise pre-school children and attend to the scope of the duties listed in the job description including, but not limited to: lifting a child up to 40 lbs., able to climb stairs, walk moderate distances for home visits and related activities.

Low-cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

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**P.A.C.E., Inc.**

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*New Bedford, MA 02742*

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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](mailto: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.

### **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): \_\_\_\_\_



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

*Full-Time*

New Bedford Pediatric Dentistry & Orthodontics is seeking a Front Desk Coordinator who is reliable, motivated, organized, efficient, with outstanding communication skills, and a team player to join our practice. Spanish speaking a plus. This is a Full-time position with benefits.

Responsibilities include patient scheduling, accounts receivables, and extensive phone communication skills, background of dental insurance coverage's including orthodontics, co-payment allocations, insurance billing including orthodontics, knowledge of Masshealth Insurance. Strong computer knowledge including Eaglesoft,

**Experience:**

- Dental office: 1 year (Preferred)

**Language:**

- Spanish (Required)

**Benefits:**

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

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

**Office Assistant – MWV Multi-Media Forensic Investigative Services (New Bedford)**

*Part-time: 15-20 hours per week, \$14.00-\$16.00 an hour*

**Description**

We are looking for a competent Office Assistant to help with the organization and running of the daily administrative operations of the company. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

**Responsibilities**

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers

and colleagues

- Perform receptionist duties when needed

### **Skills**

- Proven experience as a back-office assistant, office assistant, or in another relevant administrative role
- Knowledge of “back-office” computer systems (ERP software)
- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office

### **Working Days:**

- Tuesday (Preferred)
- Wednesday (Preferred)
- Thursday (Preferred)

### **Benefits:**

- Flexible schedule

### **Administrative Duties:**

- Scheduling
- Running errands
- Stocking supplies
- Sorting and sending mail
- Answering and routing phone calls
- Greeting visitors

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

## **General Production Operator – Tegra Medical (Dartmouth)**

### **Job Purpose:**

Operator could be trained to perform any or all production tasks including the set up and/or operation of needles processing equipment such as tip guarding, butt end blast,

tumbling, cleanliness testing of product, roll buffing of wire cannula & trocar, strip slot buffing, pre-clean, racking/unracking of epidurals & miscellaneous items, strip & basket, tip bend, 90 degree Huber bend, first bend, combining, second bend, taping, pull tests, assembly of cannula/stylet, alcohol wiping, overhead assembly, alcohol flushing, , hydroblast, grit blast, annealing, separating of epidurals, 100% inspection, flaring, strip buffing of huber needles, or epoxy.

### **Primary Responsibilities (Essential Functions)**

- Read blueprint and job order at a basic level for product specifications such as dimensions, tolerances, and number of parts to be processed, and work instructions for all general requirements of the job task.
- Verify dimensions of finished work piece for conformance to specifications.
- Refill any used materials such as spent chemicals or grit blast sand.
- Place work pieces in hopper or fixture of automatic feeding device.
- Perform all assembly operations and some additional limited machine operation throughout the manufacturing area.
- All production workers are expected to be available to work in all areas of production.
- Record production start/stop times, completed and scrap quantities on traveler.
- Tegra Medical is an Equal Opportunity Employer
- Record machine downtime on machine Operator Log.

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

### **Brand Ambassador (Sales Associate) – American Eagle Outfitters (Dartmouth)**

#### **YOUR ROLE**

As a part-time Brand Ambassador, you bring our brand to life



every day! Your goal is to provide everyone who comes in the store with an amazing shopping experience, making their day better than before they came in. You are the face of our company and you're proud of it! You love the products and are passionate about building brand loyalty with every guest. Most of all, you represent our company values and bring your REAL self to work every day.

### **YOUR RESPONSIBILITIES**

- You're a people person! You use the AEO Selling Model to engage with every guest to help them find exactly what they're looking for, and you do so with a "friends first" mindset. (What's the AEO Selling Model? Don't worry – we'll teach you everything you need to know!)
- You're passionate about AE & Aerie product! Guests come to you to educate them on product details and you are excited to make product suggestions to fit their needs.
- You share the brand love! You're eager to introduce the AEO loyalty program and additional brand channels to guests.
- You can hang! Your skillset rocks no matter what zone you're in and you can easily flex between the Salesfloor, Cash & Wrap, • Fitting Room and Stockroom as needed.
- You're an innovative problem solver! Making your guests' day is your priority and you're able to proactively resolve guest concerns while sticking to company policy.
- You're a team player – #teamwork! You're always willing to assist your team in #gettingthejobdone.
- You've got integrity! You do the right thing and you always adhere to AEO's policies & procedures.

### **YOU'D BE GREAT FOR THIS ROLE IF:**

- You love interacting with people!
- You're full of energy and can handle multiple tasks in a fast-paced environment.
- You're available to work when guests shop (lookin' at your evenings, weekends & holidays!)
- You love AE and Aerie products.

- You've worked in retail before. #practicemakesperfect
- You're at least 16 years of age.

#### **OUR BRAND AMBASSADORS LOVE AEO BECAUSE:**

- They work with REAL people – there's nothing like your #AEOFamily.
- They're given opportunities for development, the chance to learn new skills, and are offered great potential for career advancement.
- They receive 40% off product at both AE & Aerie year-round (plus additional seasonal discounts with new Floorsets!)
- They participate in store contests for the chance to win FREE merchandise and other exclusive prizes.

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

#### **Hershey's Retail Sales Merchandiser (New Bedford MA – Barrington RI)**

##### **Summary:**

To be considered for this role, candidates must reside in one of these following cities: Fall River, New Bedford, Seekonk or within 10 miles of this location.

This is a remote position; candidates must be comfortable traveling to each of these zip codes and store locations: Assonet, Barrington, Berkley, Bristol, East Freetown, Fairhaven, Fall River, Lakeville, Mattapoissett, Middleboro, Middletown, New Bedford, Newport, North Dartmouth, Portsmouth, Rehoboth, Riverside, Seekonk, Somerset, South Dartmouth, Swansea, Taunton, Tiverton, Warren, and Westport.

This position will require you to drive your personal vehicle up to 50 miles per day in your assigned territory.

To be considered for this role, we ask that all applicants upload their most up-to-date resume and attach it during their online application process.

A Part-Time role as a Retail Sales Merchandiser (RSM) is a great way for a relationship-oriented person to flex their selling skills while representing some of the biggest and most exciting brands in America! Our RSMs will sell and insure best in class merchandising to include building displays, packing out product, and replenishing permanent secondary displays and maintain salability of all authorized Hershey Items.

This position is considered "Continuous Part-Time" working 20 hours per week on a regular schedule of Monday – Thursday, 9am – 2:00pm. On average, an RSM will visit between 6-10+ accounts per day. No car allowance is provided; however, mileage for travel will be reimbursed at 53 cents per mile.

A RSM earns an hourly wage plus an annual cash bonus, 401k and paid vacation.

### **Major Duties & Responsibilities**

- Sell and maintain 100% distribution of all "authorized" Hershey Items in assigned territory. Ensuring flawless retail execution of Headquarter Sales and Merchandising Plans (Retail Execution Plan) with various retailers.
- Achieve all merchandising objectives through the effective use of Permanent Secondary Displays and other display vehicles established within the Retail Execution Plan
- Reporting of weekly activity, expenses, competitive activity, account changes, promotions and all administrative functions within assigned territory.
- Reporting of Daily activities through the use of tablets, submitting upon completion of each day.
- Responsible for Sales Territory – Varies due to territory size, number of retailers, and location.

### **Job Requirements Needed:**

- Must have a valid US state issued driver's license
- Must have a personal vehicle in sound operating condition
- Must maintain personal auto insurance indicating minimum coverage of \$300,000 per person / \$300,000 per accident /

\$100,000 property damage. The position also requires that you name The Hershey Company as an additional insured, or interested party, on your policy PRIOR to the date of hire.

- Must reside within the territory boundaries as listed in the job description
- Must be able to drive long distances to make multiple sales calls on a daily basis
- Must be able to lift 10-40 lbs. on a regular basis with or without reasonable accommodations
- Must be able to bend, kneel, stoop down and demonstrate manual dexterity on a frequent basis with or without reasonable accommodations
- Must be able to use tablet technology
- Must have daily access to wireless internet
- Must have flexibility and adaptability to changes in territory coverage
- Availability to work 20-25 hours per week. Regular work hours are Monday through Thursday, 9:00am – 2:00pm

**Education:**

- High School Diploma or GED equivalent

**Experience:**

- 3-4 years food merchandising is preferred but not required

So, what do you say? Would you like to represent fun brands like Reese's, Hershey's Kisses, Twizzlers and Jolly Ranchers in your spare time? If so...apply today! We'd love to hear from you!

The Hershey Company is an Equal Opportunity Employer. The policy of The Hershey Company is to extend opportunities to qualified applicants and employees on an equal basis regardless of an individual's race, color, gender, age, national origin, religion, citizenship status, marital status, sexual orientation, gender identity, transgender status, physical or mental disability, protected veteran status, genetic information, pregnancy, or any other categories

protected by applicable federal, state or local laws.

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](#)

### **Front Desk Receptionist – Dr.Dental (New Bedford)**

*Full-time*

We are looking for a motivated bilingual English/Spanish Superstar to join our team. Must be self driven, be able to multi-task, be a team player and have a positive attitude.

**Daily responsibilities include (but not limited to):**

- Answering phones

- Calculating co-payments
- Verifying insurances
- Scheduling appointments
- Presenting Treatment plans

**Benefits:**

- 401k Match, Monthly bonus, paid sick time, paid vacation, paid holidays, dental/medical insurance

*Experience:*

- Customer service: 1 year (Preferred)
- 10 Key: 1 year (Preferred)
- Dental Front Office: 1 year (Preferred)

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

**Insulation Installer – National Lumber Family of Companies  
(New Bedford)**

*Full-time, \$17.00 to \$30.00 /hour*

Family owned and operated since 1934, National Lumber is the largest independent building materials supplier in New England. We believe in offering satisfying career opportunities, not just jobs. Currently we have an opening for an insulation installer in our Pro Insulators division.

**Insulation Installer Description:**

- Handle fiberglass batts, retrofit blown-in fiberglass and spray foam jobs
- Install seamless gutters and closet shelving

**Insulation Installer Qualifications:**

- Foam or batt insulation installation experience
- Team leader
- Clean driving record
- Time management and organization skills

**Insulation Installer Benefits:**

- Medical

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

Begin your career in the insulation business. Starting pay is \$17 per hour. We will train you on how to install insulation with our certified trainers. Once fully trained, our pay program will pay you weekly based upon what you install.

Already have experience? Our insulation installers can earn \$25-\$30 per hour installing batt and loose fill insulation.

This is a nice opportunity to work in a friendly environment. Co-workers support each other and teamwork is encouraged. We are looking for individuals that want to make as much money as they can by installing insulation. Full time with full benefit package. Come start your career with Pro Insulators!

#### **Experience:**

- Insulation installation: 1 year (Required)
- Building materials industry: 1 year (Required)

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

#### **Bookseller – Barnes & Noble (Dartmouth)**

##### *Part-Time*

As a Bookseller, you are responsible for selling by providing exceptional customer service through our four core service principles. You make the shopping experience interactive and

engaging by enthusiastically sharing your knowledge about our products and services and meeting the needs of the customer. You care about and value people and exemplify our core values.

### **Essential Functions**

- Deliver exceptional customer service that ensures sales and high levels of customer satisfaction.
- Execute on the four core service principles: put the book in the customer's hand, offer to order, offer the Member program, and fast cashiering.
- Greet and establish rapport with customers, proactively engaging them in conversations about our products, services and promotions to determine their needs and recommend the right products.
- Ensure all customer transactions are processed accurately and in a timely manner.
- Share knowledge and enthusiasm about all our products, services, and promotions, providing a personalized experience to multiple customers at the same time.
- Respond to customer's concerns and questions, and secure the sale.
- Drive customer loyalty through successful selling of Memberships, gift cards, Kid's Club and other sales initiatives.
- Communicate specific product needs to managers to ensure the store is stocked appropriately with in-demand titles and customer requests.
- Recover the selling floor during each shift by, gathering and restocking items, straightening bookcases, maintaining tables in the Café, maintaining restroom cleanliness, and performing other store housekeeping tasks.
- Support and promote business development sales and in-store events
- Assist in any area of the store as needed.
- Adhere to all inventory and loss prevention standards.
- Help orient new booksellers, ensuring a smooth acclimation



to the store and our bookselling culture.

### **Qualifications**

- Passion for selling
- Strong communication skills
- Spend the majority of time on the selling floor, which requires physical activity (i.e., prolonged standing, repetitive bending, lifting, climbing)
- Availability for early mornings, evenings, weekends and holidays to align with store needs

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](#)

### **Office Admin Assistant – Anesthesia Professionals, Inc. (Dartmouth)**

*Part-time, \$15.00 to \$17.00 /hour*

Private medical practice seeking PT office/admin assistant for T, Th, F. Strong attention to detail and problem solving required. Some general knowledge of medical billing and provider credentialing a plus along with basic accounting functions. Will interact with providers, facilities and outside services. Must be able to multi task and prioritize

work. Willingness to learn will allow candidates to succeed.

Associates degree or equivalent work experience preferred.

**Experience:**

- Office assistant: 2 years (Preferred)

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

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