

# The South Coast Hot Jobs List – March 10, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of March 10, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

## **Administrative Services Assistant – P.A.C.E.**

**Salary: \$16.47 – \$19.51/hr., 35 – 40 hrs. per wk., 48 – 52 wks. per yr.**

**Requirements:** Associates Degree in Business Administration, or equivalent experience. Minimum of three (3) years office or related experience. Proficient in Microsoft Office Outlook, Word, Excel and PowerPoint. Excellent interpersonal and communication skills necessary to interact effectively with all levels of personnel. Ability to prioritize and problem solve. Driver's license required. Must be able to pass a background record check.

**Job Summary:** Responsible for managing and supervising Administrative Support Services at both Head Start sites. The Assistant is the liaison between the program and consultants/representatives from software companies providing data management systems utilized by the program. S/he completes monthly billing for USDA and CCFA reimbursements and provides administrative and fiscal support for all program areas.

The Administrative Services Assistant also has key role in updating information about program services on social media sites. Must be physically able to hear and speak. Required to walk, sit long period of time, climb stairs, write, and lift up to 40 lbs.

**Benefits:** Low cost Health, Dental, Life and Vision Insurance

are available.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.  
Deadline to apply: 5:00 p.m., Wednesday, March 20, 2019

Must e-mail a cover letter with your mailing address, title of position, and resume/application to:  
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*

### **Cashier – The Home Depot (Dartmouth)**

#### **Job Summary**

Cashiers play a critical customer service role by providing customers with fast, friendly, accurate and safe service.

- They process Checkout and/or Return transactions, as well as monitor and maintain the Self-Checkout area.
- They proactively seek product/project knowledge to provide customers with information and identify selling opportunities.
- They follow all policies and procedures to ensure that shrink is minimized.
- A Head Cashier will position Cashiers and support them by expediting price checks, approving Point of Sale transactions and markdowns for mainline registers, Self-Checkout, Returns, Pro Desk, Special Services, and Tool Rental. T
- They provide first level escalation for customer issues and assist in the supervision, coaching and training of other Front End Associates by participating in the training of new Cashiers and utilizing all available tools to coach and

develop other Cashiers.

- The preferred qualification for a Head Cashier is 1+ years of Cashier experience.

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

### **CNAs and HHAs – LifeStream, Inc.**

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!

We are hiring full and part-time Certified Nursing Assistants (CNA) and Home Health Aides (HHA) to provide assistance to individuals we serve with daily living skills, including emotional and social support, in their homes and in the community.

No experience is required to qualify for these positions within the agency. You need a current CNA or HHA certification, a valid driver's license and access to a vehicle.



LifeStream, Inc. offers extremely generous benefits to our employees, including health, dental, vision and life insurance, free short and long-term disability 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.

To apply, please visit our website at [lifestreaminc.com/careers](https://lifestreaminc.com/careers), where you can see a full list of our current job openings. Schedules vary by location.

You can also stop in at 13 Welby Rd., New Bedford, MA 02745 for a walk-in interview on Tuesdays from 9am-11am or Fridays from 1:30pm-3:30pm. Any questions can be emailed to [hr@lifestreaminc.com](mailto:hr@lifestreaminc.com). A full job description is available upon interview.



# LifeStream

## **Real Estate Jobs – Advantage School of Real Estate**

### **Kick Start your 2019 with a Career change!**

Massachusetts Real Estate Salesperson course will be offered: Join us for our first session of 2019 starting on January 12th!

Tuition is only \$299 with LIVE Instructors. The format will be 2 weekend/4 day course offerings. Learn from two of the areas premier experts, Michael Amaral and Brian Cormier who have a combined 31 years in local real estate. The local market is still red hot and primed for additional growth, why not take advantage? <http://www.advantageschoolofre.com/about>

Did you know that to become a licensed Massachusetts salesperson, you must complete forty (40) hours of education at a Board approved real estate school such as Advantage School of Real Estate? This educational course consists of various subject matters to provide you with the knowledge to schedule your state examination. This information is crucial to successfully obtain your license.

Once your education is complete, they will provide you with a “Candidate Handbook” which will contain verification of your completed education and information to make an appointment to take the salesperson examination with the Board’s test administrator. All information to take the examination will be contained in the Candidate Handbook. Upon passing the examination you will be licensed at the test center.

**Our weekend classes make it easier to attend LIVE training with experienced and knowledgeable Instructors!**

Click [here](#) to get started!

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## **Session #2**

### **Class #1**

Saturday, March 30, 2019

8:00am-3:00pm

### **Class #2**

Sunday, March 31, 2019

8:00am-3:00pm

### **Class #3**

Saturday, April 6, 2019

8:00am-2:30pm

### **Class #4**

Sunday, April 7, 2019

8:00am-2:30pm

### **Class #5**

Sunday, April 13, 2019

8:00am-2:30pm

### **Class #6**

Sunday, April 14, 2019

8:00am-2:30pm

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### **[Advantage School of Real Estate](#)**

*657 Quarry Street, Suite 30c*

*Fall River, MA 02723*

*Tower Mill Building – 3rd floor behind Amaral & Associates  
Real Estate Office with plenty of Free parking and a  
convenient location*

Telephone: 508-686-1997

Follow them on [Facebook](#).

# ADVANTAGE

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## School Of Real Estate

### **Store Associate – ALDI**

*\$13.90 an hour, Part-time*

#### **POSITION SUMMARY:**

We're ALDI, one of America's favorite grocers. We've grown a lot in the past few years, expanding our reach and customer base all around the country. Whether it's in customer service or our exceptional products, we owe our success to the efficiencies we create in every corner of our company and the people at each level who make that happen.

Our store employees are the face of the ALDI shopping experience. Their hard work makes it possible to uphold our company philosophy, providing quality products at the best possible price. Their smiles and pleasant demeanors keep customers coming back time and time again. Our store employees work many roles – from store associate to cashier to stocker – while providing excellent customer service. As a store employee, you're also responsible for merchandising product, monitoring inventory and keeping the store looking its best. It's an opportunity to get more out of your career and grow in an exciting environment.

#### **Duties and Responsibilities:**

- Must be able to perform duties with or without reasonable accommodation.
- Assists management in achieving store appearance and maintenance standards.
- Identifies and rectifies hazards and/or equipment in need of maintenance to provide a safe environment.
- Assists management in achieving payroll and total loss goals.
- Assists customers with problems or concerns, and contacts management as appropriate regarding customers with problems or concerns.
- Provides feedback to management on all products, inventory losses, scanning errors, and general issues that could impact productivity.
- Processes customer purchases, performs general cleaning duties, and stocks shelves and displays neatly to maximize visibility and sales.
- Participates in taking store inventory counts according to guidelines.
- Complies with all established company policies and procedures.
- Collaborates with team members and communicates relevant information to direct leader.
- Upholds the security and confidentiality of documents and data within area of responsibility.
- Other duties as assigned.

**Education and Experience:**

- High School Diploma or equivalent preferred.
- Prior work experience in a retail environment preferred.
- A combination of education and experience providing equivalent knowledge.

**Job Qualifications:**

- Knowledge/Skills/Abilities
- Provides prompt and courteous customer service.
- Ability to operate a cash register efficiently and

accurately.

- Ability to safely and properly operate equipment, including electric/manual hand jack, floor scrubber, and cardboard baler.
- Ability to perform general cleaning duties to company standards.
- Ability to interpret and apply company policies and procedures.
- Excellent verbal and written communication skills.
- Gives attention to detail and follows instructions.
- Ability to work both independently and within a team environment.
- Ability to stay organized and multi-task in a professional and efficient manner.
- Meets any state and local requirements for handling and selling alcoholic beverages.

**Physical Demands:**

- Ability to stock merchandise from store receiving to shelving.
- Ability to place product, weighing up to 45 pounds, on shelving at various heights.
- Regularly required to sit, stand, bend, reach, push, pull, lift, carry, and walk about the store.

**ALDI offers competitive wages and benefits, including:**

- Industry-leading Wages
- Major Medical, Dental, Vision Insurance & Prescription Coverage for Eligible Employees
- Generous Vacation Time & 7 Paid Holidays
- 401(k) Plan
- Company Contribution to Retirement Savings Plan
- Short- and Long-Term Disability Insurance
- Life & Disability Insurance

ALDI is committed to equal opportunity for all employees and applicants. As a proud Equal Opportunity Employer (EEO), we do not discriminate based on race, color, national origin,

ancestry, citizenship status, religion, sex, sexual stereotyping, sexual orientation, gender, gender identity, gender expression, age, marital status, mental or physical disability, medical condition, genetic information, military or veteran status, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), or any other protected characteristic.

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

### **Volunteer/Youth Enrollment & Match Coordinator- Big Brothers, Big Sisters**

Are you a “people person” who cares about the healthy development of youth? Are you looking to join a community-focused, performance-driven human service organization? Are you looking for varied, independent work as well as to be part of a fun, dynamic team? Then you are the right fit to [join](#) the Program Services team at Big Brothers Big Sisters!

[BBBSMB](#) matches under-served youth with adult mentors in lasting one-to-one friendships supported by trained professional staff. The agency is well respected both for its mission and for the quality of its services. Your responsibilities include assessment of potential volunteers, enrolling families and youth, and making quality new “matches.”

Through extensive and detailed interviews with both the families and volunteers, you will work to carefully to match a volunteer with a child with the focus being on changing the child’s life for the better, forever. The positions require flexible daytime, evening, and some weekend hours.

**Qualifications include:** Bachelor’s Degree and 2-3 years, Associate’s degree and 4 years, or 8 years of relevant work

experience of social services, human resources, volunteer management, or related experience. Background in interviewing or psychology a plus. Familiarity working with both child and adult populations. Assessment, intake, and interview experience. Intermediate level Spanish communication skills preferred. Proficiency in Microsoft Office, including Word, Outlook, and Excel. Must have access to reliable transportation to travel to areas that are not accessible by public transportation and valid driver's license. Criminal background checks are part of hiring process.

**Required Skills and Abilities:** Intermediate level oral and written Spanish communication and interpersonal skills preferred; familiarity with the SouthCoast region; high-level interviewing skills; excellent judgment and decision-making skills; ability to use time effectively and to focus on details; ability to work independently; performance-driven mind-set; customer service orientation; experience working with people from diverse cultures; ability to juggle tasks and set priorities; ability to effectively collaborate with other staff.

**Salary:** Competitive salary and benefits package. BBBSMB is an equal opportunity employer.

**How to apply:**  
<https://www.bbbsmb.org/volunteer-youth-enrollment-and-match-coordinator-southcoast/>

Big Brothers Big Sisters of Massachusetts Bay is an innovative, energetic organization that is making a real difference in the lives of more than 3,200 youth annually by providing them with an invested, caring adult mentor. With research and proven outcomes at its core, Big Brothers Big Sisters of Massachusetts Bay is working to defend the potential of children facing adversity and ensure every child has the support from caring adults that they need for healthy development and success in life. The organization's vision is

to inspire, engage and transform communities in Massachusetts Bay by helping youth achieve their full potential, contributing to healthier families, better schools, more confident futures and stronger communities. For more information about this worthwhile cause and its important mission, [visit www.massbaybigs.org](http://www.massbaybigs.org).



### **Retail Sales Associate – La Vie est Belle Apothecary**

*\$16,200 – \$32,400 a year, Part-time*

#### **POSITION SUMMARY:**

This is a beauty and wellness apothecary that focuses on organic and scientifically based beauty products, essential oils, CBD oils and hemp products, and French perfumes.

I am looking for a sales associate to work several hours or days per week with the responsibility of store opening and potential closing, client scheduling for aesthetic procedures (botox, chemical peels, fillers, etc.) and having a pleasant and inviting personality and motivation to have knowledge of essential oils and beauty products.

The hourly rate is \$15/hour with a 15% employee discount off products. Sales experience or education is preferred. Computer skills necessary to manage the ShopKeep point of sales system. iPad skills preferable. Tuesday-Saturday, 10:00AM-6:00PM.

#### **Experience:**

Customer service: 1 year (Preferred)

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

## **Clinical Care Manager – St. Vincent's Home**

Two full-time positions are available within our Intensive Group Home Program.

### **Job Description**

These positions will work as part of a team with four other Clinical Care Managers to:

- Provide clinical and care coordination services to youth
- Provide individual and family therapy
- Facilitate psychoeducational groups
- Develop behavior support plans with family and staff
- Provide ARC-based therapeutic support in the milieu
- Chair Individual Treatment Plan meetings
- Participate in after-hours on-call rotation for clinical issues; provide consultation for program staff.

*Flexible hours required including one early evening.*

### **Requirements**

- MSW/MA in clinical area with 1 to 2 years of direct clinical experience;
- Independent licensure or license eligible required.
- Valid driver's license is required.

### **Benefits Include**

- Health, dental and vision insurance
- 10 holidays
- 4 weeks paid time off with 5 weeks paid time off after one year
- 403B with employer match
- Dependent assistance
- Child care reimbursement
- Wellness benefit
- Fully paid short term disability and life insurance
- Tuition assistance

Supervision for licensure and significant professional development and training opportunities available.

We encourage Spanish and Portuguese speaking individuals to apply. We seek culturally competent, strengths-oriented personnel who possess an understanding of our communities served. St. Vincent's is an AA/EOE and a COA Accredited Agency.

Email resume to: [jobs@stvincentshome.org](mailto:jobs@stvincentshome.org).

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**About us:**

*Saint Vincent's works with children, youth and families to restore relationships and support family permanence. Our staff provides in-home and community-based services, and outpatient behavioral health for children, youth and families. Emphasis is on trauma-informed, family-centered, compassionate care while Working with Children and Families to Preserve Hope.*

Established in 1885 by the Sisters of Mercy and the Roman Catholic Diocese of Fall River as an orphanage, Saint Vincent's is now a multi-service, child- and family-serving behavioral health organization accredited by the Council on Accreditation (COA). Our Mission is Giving Children and Families in Need What They Need Most.

**Warehouse Worker – Goyette's Auto Recycling**

*\$15 – \$18 an hour, Full-Time*

Looking for a qualified individual to remove and process automotive parts in the warehouse. Computer skills are needed. Hoisting license is a plus. 8 am to 5 pm Monday through Friday work week. Full benefits offered. Please call Jake at 508-994-1801 ext 102.

**Experience:**

- Customer Service: 1 year (Preferred)
- Forklift Operator: 1 year (Preferred)
- Warehouse: 2 years (Preferred)

**License:**

Forklift Certified (Preferred)

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

**Comcast Equipment Recovery – ACT (American Cable and Telephone)**

*Full-Time, \$600-\$800 a week*

**Position Summary:**

- Collect Comcast equipment and past due payments from Comcast customers at their residence.

**Position Description:**

Going to Comcast customer's homes and collecting equipment or payments for their current services. This position is not direct sales or telemarketing, you are simply collecting devices or payments from existing customers that are delinquent on their accounts and you get paid for every collection that you make.

Commission is based on the amount of devices and payments collected or processed. You will be paid for each device collected or a percentage of the money collected from each customer. The average numbers of devices each customer has is 3.4 which equates to an average collection being \$31.00. Several Shifts available; all include a weekend day (1 minimum/week) and 3 weekdays (3 Minimum/week), to be discussed during interview.

If you would like a chance to make your schedule and generate a significant pay check weekly, please respond and our recruiting team will contact you.

**ACT provides you with:**

- iPhone with active service.
- App that provides you with account information and GPS routing.

- Comcast magnets for your vehicle.
- Branded Shirt.
- Comcast safety vest.
- Official Comcast ID badge.
- Receipt books.
- All classroom and field training to make you successful!

#### Requirements:

- Communication skills, to talk with customers.
- Self-motivated.
- Solid work ethic.
- Valid driver's license.
- Reliable personal vehicle.
- Pass drug screen.
- Pass criminal background check
- Compensation: \$600.00 to \$800.00 / week (depending on hours and schedule). Weekly Pay!!! Bonuses (In addition to the • Compensation) can vary between \$25-\$450/ two week period.

#### License:

- Driver's License (Required)

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

### **Warehouse/Retail Inventory Associate – RGIS**

Here at RGIS you count! Businesses make critical decisions based on their inventories and rely on RGIS to ensure that they are done accurately and professionally. As a part of the RGIS Team, you're an important part of the decision making process. By contributing to reliable inventory counts, you help our customers make better decisions to support the needs of their customers!

#### **Your day-to-day:**

- Counting is a very active job – you'll be bending, kneeling and climbing ladders; so you're either on your feet or knees the entire inventory.

- When counting, you can use a finger scanner to scan each item's barcode, which sends the information to a portable device at your waist, or use the device itself as a handheld scanner instead. Be prepared to do repetitive actions.
- Accuracy is everything! You have an eagle eye for detail and pride yourself in making sure everything is correct.
- Efficiency is everything! I know, I know...we just said accuracy is everything but speed and accuracy go hand in hand when you're a Retail Warehouse/Inventory Associate.
- Location, location, location. You will never get bored with going to the same location over and over again. From a grocery or dollar variety retail store around the corner to a warehouse a couple hours away, you'll likely be at a new place just about every time you're scheduled to work.
- Starting on time is critical to a successful inventory so we are looking for reliable people that can get to the inventories on time and as scheduled.
- Safety first! At RGIS it is in our DNA and we are committed to providing associates safe work environments along the way, at every location, and on the way back.
- We provide you with an RGIS shirt, as well as guidelines on clothing and proper footwear that you're required to wear. Think of it as showing pride for your favorite team.

### **Why RGIS?**

- Opportunities for pay increases after just 5 inventories
- Supervisor and management opportunities
- On-the-job paid training
- Referral bonuses. If you want to earn an extra \$500, refer five people after your hired and after they work ten live events, you get the \$\$\$.
- Employee Assistance Program (EAP)
- Employee-paid health insurance available at group rates
- Discounted prices at movie theaters, theme parks and more

### **What you bring to the Team:**

- At least 18 years of age; no experience needed

- Access to reliable transportation
- Strong work ethic with the ability to focus in a team-oriented and fast-paced environment
- Ability to work flexible schedules with varying hours
- Ability to, with or without reasonable accommodation, frequently squat, kneel, bend, climb ladders and reach, as well as stand for up to 10-12 hours

At RGIS, we value ethics, positive attitude, and safety in workplaces. We are passionate about our people, technology, and process because when you succeed, we succeed. Interested? Apply today!

RGIS is an Equal Opportunity Employer, committed to a diverse and inclusive work environment

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

## **Retail Staff (Various Positions) – GameStop (Dartmouth)**

### **Job Descriptions:**

*Assistant Store Manager* – will support the Store Manager in all facets of store operations including ensuring that the store staff provides friendly, open and enthusiastic customer service, in person and on the phone. This includes answering questions and assisting with product selection, purchases, and returns. Ensure that the store is clean, well-organized, and properly merchandised at all times, and that all policies, procedures, and controls are followed. Supervise up to 5 or more Game Advisors by planning, organizing, and delegating work.

*Senior Game Advisor (Shift Leader)* – will assist the store management team in supervising all store activities as well as providing friendly, open and enthusiastic service to customers, in person and on the phone, including answering questions and assisting with product selection, purchase, or return. Assist with store merchandising, inventory control,

loss prevention, restocking, store cleaning and maintenance.

*Game Advisor (Sales Associate)* – provide outstanding customer service experience using elements of GameStop’s buy, sell, trade, and reservation business model, The Circle of Life. Working under direct supervision, this position ensures customers are greeted on the sales floor, informed of trade, reservation and loyalty program benefits and thanked. Game Advisors also share product knowledge with customers, ensures products are easy to see and buy, processes customer transactions, and provides a clean, organized store environment in which to shop. The principal business outcome for this role is higher levels of overall store performance and customer satisfaction.

### **Job Requirements**

- Qualified Assistant Store Manager candidates will possess the following:
- High School diploma or GED required, some college preferred.
- Must be at least 18 years old.
- 2 yrs. in retail sales, customer service, and /or management experience preferred.
- Video game knowledge preferred.

**Qualified Senior Game Advisor (Shift Leader) candidates will possess the following:**

- High School diploma or GED.
- Must be at least 18 years old.
- Retail sales and /or management experience preferred.
- Video game knowledge preferred.

**Qualified Game Advisor (Sales Associate) candidates will possess the following:**

- High School diploma.
- Must be at least 18 years old.
- Retail experience preferred.
- Video game knowledge preferred.

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

## **Cashier – DICK’S Sporting Goods (Dartmouth)**

### **Job Description:**

We are genuine in our belief that sports make people better and so are you! Immerse yourself in a workplace that loves to be active and lives the brand. Associates joining our team have an opportunity to be a part of the #1 sporting goods retailer in the country and create a lasting impact on their communities through sport and activity.

On our Team, everyone plays a critical role. Your Mission (and Ours) is to serve and inspire athletes and outdoor enthusiasts to achieve their personal best through the relentless improvement of everything we do.

### **Cashier Duties:**

- Create a world-class customer experience through front-end customer engagement and point-of-sale interaction
- Cash register ringing & general cash handling
- Uphold company standards for merchandise presentation of the best apparel and equipment brands in sporting goods
- Promote company programs including warranty sales, Scorecard (loyalty program), private-label credit cards, and other seasonal promotions
- As business needs arise, other tasks may become necessary

### **Qualifications:**

- Flexible Availability – Including Nights, Weekends, and/or Holidays
- Accurate and comfortable with math and currency
- 1-2 years of Retail Cashier and/or Retail Sales experience preferred

Depending on position, candidates seeking employment with DICK’S Sporting Goods, Field & Stream, or Golf Galaxy should be prepared to successfully complete a pre-employment

background check prior to beginning employment.  
DICK'S Sporting Goods is an Equal Opportunity Employer.

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

## **Freight/Receiving – The Home Depot (Dartmouth)**

### **Job Description**

Associates in Freight/Receiving positions ensure the store is stocked and ready for business every day. They load and unload trucks, move material from the receiving area throughout the store, may operate forklifts and may perform critical functions for maintaining proper on-hands and pricing for our customers. Direct customer interaction is frequently required for some positions and excellent customer service skills are required. The Freight/Receiving positions may include Freight Team Associate, Freight Team Lead, Receiving Associate and Receiving Support.

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

## **Waste Reduction Assistant – Greater New Bedford Regional Refuse Management**

### **JOB DESCRIPTION**

*Position:* Waste Reduction Assistant

*Classification:* Non-Exempt

*Reports To:* Waste Reduction Coordinator

*Salary:* \$13.00 per hour (part-time; approximately 15 (not to exceed 19) hours per week; no benefits

### **Essential Job Functions:**

- Assist Waste Reduction Coordinator and Assistant Waste Reduction Coordinator on waste reduction efforts in New Bedford & Dartmouth.
- Responsibilities include answering incoming phone calls, returning phone calls from voicemail messages, educating the general public in person, distributing flyers, posting on

social media, data entry in Excel, and assisting in the office.

- Has frequent contact with residents.
- Occasionally delivers recycling carts and bins to City buildings and businesses using a District pick-up truck and helps with errands.
- Assist with office work (e.g. copying and mailings).
- Work on special projects relating to waste reduction programs.
- Works flexible hours including some weekends.

### **Job Knowledge/ Skills**

- Personal commitment to waste reduction
- Knowledge of New Bedford and Dartmouth waste reduction programs.
- Ability to communicate effectively orally and in writing.
- Ability to maintain accurate records; attention to detail is important.
- Skilled in operation of computer (including Microsoft Office software and performing Internet searches), telephone, photocopier, and fax machine.
- Proficiency or ability to become proficient in the use social media including Facebook, Twitter, and Instagram.
- Must possess a valid Massachusetts motor vehicle operator's license and have a good driving record.
- Must have neat handwriting.

### **Required Level of Education and Experience**

- High school diploma. At least one year experience in an office setting and experience speaking with the public is desirable.
- Knowledge of Spanish or Portuguese is desirable.

### **Physical and Mental Demands:**

- Occasionally moves items weighing up to 30 pounds from one location to another; Frequently moves about outside over uneven terrain (sometimes in adverse weather), inside District buildings, and to and from events, meetings, appointments, neighborhoods and facilities in different locations;

- Frequently must be able to remain seated in an office or stand or walk for up to 3 hours; Must be able to listen to and clearly communicate verbally and in writing with employees and the public; Must have eyesight and hearing at or correctable to normal ranges; Ability to operate a keyboard at an efficient speed.

**How to apply:**

Applicants must submit a completed, signed application to be considered. [Employment Application](#).

Submit the application, along with any other supporting information (such as a resume) to:

*Greater New Bedford Regional Refuse Management District  
300 Samuel Barnet Blvd  
New Bedford, MA 02745*

or by email to: [lferreira@gnbrrmdistrict.org](mailto:lferreira@gnbrrmdistrict.org)

**Garage Attendant – City of New Bedford**

**PAY: \$13.99hr – \$18.51hr**

Maintains and performs minor repairs of all City vehicles. Road calls for flat tires, dead batteries and lockouts. Pumps gas and diesel fuel into cars, trucks and other municipal vehicles; records fuel and other parts and supplies used, picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, maintains cleanliness of work area.

Must have valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit

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

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).