

The South Coast Hot Jobs List

– February 23, 2020

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of February 23, 2020. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Orthodontic Patient Coordinator – Benevis

We are looking for an Orthodontic Patient Coordinator ready to make a difference in the lives of families. Although below is a description of what your job would entail, we want to emphasize that working with us is more than just a job. We are not your typical dentist office and working here is not your typical experience. You will thrive here if you are someone who wants to grow professionally while serving your community at the same time.

ESSENTIAL JOB FUNCTIONS

- The Orthodontic Patient Coordinator is responsible for providing quality customer service to patients and parents at check-in and check-out as well as responsible for verifying patient insurance eligibility and service limits.
- Deliver quality and compassionate care to every patient
- Greet parents and patients when they enter or leave the office
- Check in for daily appointment
- Ensure parents who are waiting are kept informed of the progress of their appointment or child
- Maintain a clean and tidy waiting area and front desk area
- Verify patient insurance eligibility prior to appointment
- Ensure information is correct in the patient's Boomerang file

- Ensure service limits are recorded and communicated with the Orthodontic Financial Coordinator prior to treating the patient
- Ensure all patient files are ready (update patient records, verify insurance and service limits) before the patient's appointment
- Coordinate with Ortho Financial Coordinator and Doctors to provide the opportunity for same day care to patients
- Assist with meeting the Ortho financial targets by ensuring the schedules are full
- Schedule follow-up, next appointment for all patients
- Assist with routing referrals to appropriate doctor
- Ensure pre-authorization processes are completed for approvals
- Collect payments, post accordingly in practice management system
- Confirm appointments for upcoming days
- Answer incoming Ortho patient calls and assist with need or direct to another team member for help
- Ensure Ortho patients are compliant with appointments and send the appropriate communication leading up to or including termination
- Assist with maintaining spreadsheets or databases for tracking purposes, as needed or directed by OFC
- Ensure all patient records are updated at the end of the day

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Participate in local community affairs and events to include school screenings, presentations, events, and any opportunity to promote a positive image of us
- Assist with other office duties as needed

REQUIRED QUALIFICATIONS

- Willing to travel in territory assigned to team

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- High focus on customer service and satisfaction
- Must love working with children

- Compassion and high level of service for our patients, parents and staff
- Integrity, always doing the right thing
- Dependable, reliable to be at work when scheduled
- Attention to detail
- Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines
- Professional manner and appearance at all times
- Computer skills: Microsoft office and Internet Explorer
- Telephone skills: Proper telephone etiquette and information gathering skills

PREFERRED QUALIFICATIONS

- Bilingual (English & Spanish)

PHYSICAL DEMANDS

- Nature of work requires an ability to effectively communicate and exchange information with patients, their parents and • staff. Ability to operate a computer, keyboard and standard office equipment. Ability to lift/carry up to 30 lbs, and be able to twist, turn, bend and stoop.

WORKING CONDITIONS

Majority of work performed in a clinical environment. Requires availability for extended hours during peak periods. Hours may change to meet the business's needs.

We offer a very competitive salary and benefits package as well as growth opportunities to our full -time employees. Our benefits include: medical, dental, vision and optional life insurance. We also offer short and long term disability, 401K, flexible spending accounts, paid time off, company holidays and much much more!

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

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.



Sephora Beauty Advisor – JCPenney (Dartmouth)

The Sephora Beauty Advisor is responsible for providing a personalized, engaging and fun shopping experience to clients, demonstrating beauty products and techniques, and leveraging in-depth product knowledge to enhance and enrich our client's

lives.

Primary Responsibilities:

- Proactively approaches clients in a friendly manner to determine how to provide a rewarding client experience
- Seeks out and absorbs knowledge of products and techniques to stay up to date on beauty trends
- Participates in activities in assigned area(s) to support core standards and ensure merchandise is well presented and available for the client
- Models a strong brand identity based on the Sephora Inside JCP values and culture

Core Competencies & Accomplishments:

- Strong communication and relationship building skills

About JCPenney:

At JCPenney, we share a passion for serving customers, supporting our communities and being the best retailer for all families. As a company founded on the Golden Rule, our success is rooted in the belief that we treat everyone the way we would want to be treated. At every touchpoint, customers discover stylish merchandise at incredible value from an extensive portfolio of private, exclusive and national brands. Reinforcing this shopping experience is the customer service and warrior spirit of approximately 98,000 associates across the globe, all driving toward the Company's mission to help customers find what they love for less time, money and effort.

Working at JCPenney means joining a dedicated team of associates who are encouraged to be uniquely themselves in a safe, caring and welcoming environment. It is a place where careers prosper, accomplishments are celebrated and diversity flourishes. It's a place that's meant for you.

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/>



Self Checkout Host/Cashier – Wal-mart (Fairhaven)

Part-time, \$12.75 /hour

We want you to be apart of our Wal-mart Front End Team! Please apply at <https://careers.walmart.com>, select “Walmart Store Jobs,” select “Cashier/Front End” and proceed through assessments required to determine your hiring eligibility.

Self Check Out Host:

- Maintains area of responsibility in accordance with company policies and procedures by properly handling claims and returns
- Zoning the area; arranging and organizing merchandise and supplies;

- Identifying shrink and damages
- Ensuring a safe work environment
- Operates equipment and maintains functionality of self-checkout area by ensuring self check out (SCO) registers are operational (for example, ordering, stocking, reloading receipt paper), encouraging customers to use self checkouts
- Explaining functionality of the registers and current updates
- Directing customers with smaller baskets to SCO kiosks and those with larger baskets to belted lanes
- Assisting customers with questions and register prompts
- Keying items Universal Product Code (UPCC)
- Suspending transactions and completing transactions as needed.

Job Description:

- Presents information to small or large groups and individuals.
- Sits or stands for long periods of time.
- Communicates effectively in person or by using telecommunications equipment.
- Grasps, turns, and manipulates objects of varying size and weight, requiring fine motor skills and hand-eye coordination.
- Visually verifies information, often in small print.
- Reads information, often in small print.
- Visually locates merchandise and other objects.
- Visually inspects equipment.
- Reaches overhead and below the knees, including bending, twisting, pulling, and stooping.
- Moves, lifts, carries, and places merchandise and supplies weighing up to 25 pounds without assistance.

Experience:

- Customer service: 1 year (Preferred)
- Cashiering: 1 year (Preferred)

Additional Compensation:

- Bonuses

- Store Discounts

Benefits:

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

Hours per week:

- 10-19
- 20-29

Pay Frequency:

- Bi-weekly or Twice monthly

This Company Describes Its Culture as:

- Detail-oriented – quality and precision-focused
- Innovative – innovative and risk-taking
- Outcome-oriented – results-focused with strong performance culture
- Stable – traditional, stable, strong processes
- People-oriented – supportive and fairness-focused
- Team-oriented – cooperative and collaborative

This Job Is:

- A job for which military-experienced candidates are encouraged to apply
- Open to applicants who do not have a high school diploma/GED
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A good job for someone just entering the workforce or returning to the workforce with limited experience and education
- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma

Schedule:

- Weekends required
- Other

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 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

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.

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

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New Bedford, MA 02742

Attn: Director of Human Resources

Customer Service Representative – SEASTREAK LLC

Part-time, \$13.00 to \$14.00 /hour

EASTREAK FAST PASSENGER FERRY COMPANY operates seasonally out of New Bedford with services to Martha's Vineyard and Nantucket. Seastreak also operates seasonal service between Providence and Newport RI. If you are a friendly, energetic, dependable person than we have the job for you! We are seeking seasonal Full & Part-Time Ticket Agents and Crew Members. We are hiring for our New Bedford and Providence locations

Employment will be from April through October.

Ideal Candidates Will:

- Have a strong customer service background.
- Have a polite telephone etiquette.
- Be able to multitask in a fast-paced environment.
- Be computer literate and able to adapt to new programming.
- Be able to understand cash handling procedures.
- Be able to follow directions, and carry out instruction with ease.
- Have a flexible schedule, and ability to work nights, weekends & holidays
- Be able to pass a pre-employment drug screening

Please apply by submitting through indeed, or by mailing it

to:

SEASTREAK

49 State Pier

New Bedford, Ma. 02740

SEASTREAK is a drug-free workplace & E/O/E.

Pay may depend on skills and/or qualifications

Experience:

- Customer service: 2 years (Preferred)
- Computer: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

Benefits:

- Flexible schedule

Communication method(s) used:

- Email
- Phone
- Chat
- In person

Hours per week:

- 20-29

Job Duties:

- Answer incoming customer inquiries
- Collaborate with management teams to stay updated on new products, services, and policies
- Record customer information within our customer service database
- Engage with clients in a friendly and professional manner while actively listening to their concerns
- Offer support and solutions to customers in accordance with the company's customer service policies
- Other duties as requested

This Job Is:

- A job for which military-experienced candidates are encouraged to apply
- A job for which all ages, including older job seekers, are encouraged to apply
- A job for which people with disabilities are encouraged to apply

Schedule:

- Monday to Friday
- Weekends required
- Holidays required
- Day shift
- Night shift
- Overtime

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

Sales Representative – Suntuity Solar LLC (New Bedford)

Full-time, Part-time, Commission

Are you tired of the same rat race? The opportunity is bright with Suntuity solar. Suntuity Solar is part of Suntuity Group, one of the fastest growing renewable energy companies in the US and abroad with a key focus on delivering exceptional customer service.

Our Drive

The Suntuity Solar team is driven by the need to make a difference in the lives of everyone we meet.

Our Passion

We're passionate about our contribution to a world that utilizes an environmentally friendly and sustainable energy source. For every system we install we make a donation to Suntuity Foundation, our not-for-profit organization that brings solar energy to the less fortunate.

Sustainable Business Practices

- We leverage sustainable business practices and technology solutions around the globe. Our mantra is “People | Planet | Profit” – in order of importance – and they all play an integral role in our business strategy.
- Innovation: By leveraging our access to the most advanced technologies the solar industry has to offer, we continually push innovative boundaries to increase energy efficiency and system performance. The proper equipment helps maximize your solar offset and monthly savings.
- Diversity & Teamwork: One of our most significant assets that plays a big role in our company culture is diversity in the workplace. Our team is comprised of professionals from various background and skill sets, which allows us to serve a multicultural customer base.

As a Solar Energy Consultant, you will be tasked with working hand in hand with our corporate office in creating new leads and cultivating homeowner's interest in transitioning to renewable energy. Upon educating your clients as to the benefits of going solar you will be responsible for putting homeowners on the pathway to a cleaner and greener future

We offer

- The best financing options available from Lease to ownership through a variety of products available
- Both the technology and tools from hardware to software to accomplish the best presentation possible in order to close the most amount of deals while cultivating an environment of excitement and understanding with your clients
- Industry leading training in products, techniques, and support from a heavily experienced management team
- Very aggressive compensation, 50/50 upfront pay, Bonuses and incentives

Responsibilities and Duties

- Regularly cultivate new business by both cold calling customers and pursuing company leads
- Obtain the necessary paper work for the state and utility and communicate effectively with the rest of the company
- Participate in team campaigns such as door to door, tables at events, and presentations that reach crowds of homeowners
- Routinely follow up with current customers and guide them comfortably through the Suntuity installation process

Qualifications and Skills

- Positive attitude with a can do; will do attitude
- Great interpersonal skills
- Enthusiasm to surpass goals
- Organized with a desire to improve your sales abilities
- The ability to be a self-starter with very little supervision needed

Experience:

- Sales: 2 years (Preferred)

Additional Compensation:

- Commission
- Bonuses

Work Location:

- Multiple locations

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

Sales Associate – Sunglass Hut (Dartmouth)

Sunglass Hut is a global leader in the sale of premium sunglasses with over 2000 retail stores across North America. We offer competitive benefits, valuable training, and unlimited growth opportunities.

As part of an eyewear industry leader, Luxottica, Sunglass Hut has an energetic, fashion-forward culture and diverse career paths for all types of talented and driven people. At Sunglass

Hut, our mission is to be the premier shopping and inspiration destination for the top brands, latest trends and exclusive styles of high quality fashion and performance sunglasses.

Native Americans receive preference in accordance with Tribal law.

GENERAL FUNCTION

The Sales Associate is vital to the success of Sunglass Hut and is an ambassador of The Sunglass Hut Experience. The Sales Associate spends time on the sales floor performing all functions relating to The Sunglass Hut Experience and store operations.

MAJOR DUTIES AND RESPONSIBILITIES

- Utilizes The Sunglass Hut Experience tools to consistently deliver sales plan and company objectives.
- Achieves/exceeds individual sales plan by creating an EMOTIONAL CONNECTION with customers.
- Leverages reporting tools to track individual results and identify areas of opportunity.
- Partners with Store/Center Manager to maximize sales potential.
- People work for people – uses this philosophy to grow careers, encourage teamwork and retain talent through a development-focused environment.
- Creates an inspirational and motivating work environment that reflects the integrity of the brand.
- Collaborates with fellow Associates to foster teamwork.
- Seeks out opportunities for self-development as defined in an individual development plan.
- Creates an EMOTIONAL CONNECTION within the store team that translates into sales and ensures that every Associate consistently delivers The Sunglass Hut Experience.
- Spends 100% of the time on the sales floor.
- Ensures every aspect of The Sunglass Hut Experience is impeccably executed throughout the store.
- Makes simple and fast decisions in the best interest of our

customers.

- Acts as an ambassador for the Sunglass Hut brand.
- Builds the Sunglass Hut brand by consistently executing the brand standards.
- Stays adept at knowing the product and staying current on new merchandise and fashion trends.
- Builds and develops expertise in delivery of The Sunglass Hut Experience.
- Consistently executes all visual standards, store merchandising practices and inventory control activities.
- Impeccably executes all operational policies and procedures and maintains brand standards.
- Properly executes all promotions, contests and incentives

BASIC QUALIFICATIONS

- High school diploma or equivalent
- Demonstrated expertise in every aspect of store operations
- Detail-oriented
- Critical thinking

PREFERRED QUALIFICATIONS

- Customer service and/or retail experience
- To accommodate our diverse customer base, preference may be given to bilingual candidates depending upon the needs of the location.
- Upon request and consistent with applicable laws, Luxottica will provide reasonable accommodations to individuals with disabilities who need assistance in the application and hiring process. To request a reasonable accommodation, please call the • Luxottica Ethics Compliance Hotline at 1-888-887-3348 or e-mail HRCompliance@luxotticaretail.com (be sure to provide your name and contact information for either option so that we may follow up in a timely manner).

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, national origin, social origin, social condition, being perceived as a victim of domestic violence,

sexual aggression or stalking, religion, age, disability, sexual orientation, gender identity or expression, citizenship, ancestry, veteran or military status, marital status, pregnancy (including unlawful discrimination on the basis of a legally protected pregnancy or maternity leave), genetic information or any other characteristics protected by law. Native Americans receive preference in accordance with Tribal Law.

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](#)

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](#)

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](#)

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](#)

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