

# The South Coast Hot Jobs List

## – March 01, 2020

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of March 01, 2020. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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### **Automotive Service Advisor/Writer – Empire Ford of New Bedford**

Due to Explosive Growth we are looking for another full-time Automotive Service Advisor/Writer with a minimum of 2 years experience.

#### **Job Description:**

Will be responsible for setting and preparing for appointments to expedite customer's service experience; greet customers in a friendly and timely manner; determine the vehicle needs based on customer information, vehicle walk-around and technician's multi-point inspection.

#### **Requirements:**

- Must produce repair orders for customers with transparency including the time and cost of the repair. Communicate with the technicians and parts department to ensure timely completion of work and follow up with customers on the status of the vehicle. Will be required to have Ford product knowledge to effectively assist customers with service maintenance and warranty information.
- Must have a valid driver's license, safe driving record, and a high school diploma or equivalent. Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills. Must be alert to sales opportunities by taking the time to ask customers questions

and provide information about their vehicle. The ideal candidate is dedicated to provide exceptional customer service and display a positive attitude when interacting with customers and employees.

- Must be able to perform basic computer skills and will be trained on how to use our internal system.

Will be responsible for setting and preparing for appointments to expedite customer's service experience; greet customers in a friendly and timely manner; determine the vehicle needs based on customer information, vehicle walk-around and technician's multi-point inspection.

**Preferred Experience:**

- Ford experience a plus. Portuguese and Spanish speaking a plus.

*Great benefits package available!*

Send resume to Kevin Lighty, Service Manager at [klighty@buyempireautogroup.com](mailto:klighty@buyempireautogroup.com).

**Medical Receptionist – Prime Medical Associates (Dartmouth)**

*Full-Time, \$14.00 to \$15.00 /hour*

**General Summary and Job Overview:**

- Follow established protocols and procedures, assists providers in treatment of patients. Performs in accordance with the facility's policies and procedures.
- Follows the facility's standards for ethical business conduct.
- Conducts self as a positive role model and team member.
- Participates in facility committees, meetings, in-services, and activities.

**Principal Duties and Responsibilities:**

1. Assist with patient care.
2. Be knowledgeable in the operation of all medical devices and equipment used during the workday.

3. Be knowledgeable regarding systems necessary to check appointments and patient reports. Effectively troubleshoot minor problems. Notify appropriate personnel of equipment malfunctions and repairs as needed.
4. Perform injections as certified and permissible by law and in accordance with established protocols and procedures.
- 5.. Responsible for cleaning exam room(s) and maintaining equipment between patients and at the end of the day in accordance with established protocol; documents accordingly. Maintain a clean work area, prepare the equipment, patient room(s), and stock supplies.
6. Execute paperwork as necessary for each patient.
7. Maintain effective working relations, be flexible in all shift coverage and overtime situations as they become necessary.

**Qualifications:**

1. Successful completion of a degree or certificate program in Medical Assisting.
2. Relevant professional experience preferred.

**Experience:**

- EMR systems: 1 year (Preferred)
- Medical terminology: 1 year (Required)

**License:**

- Certified Clinical Medical Assistant (CCMA) (Preferred)

**Language:**

- English (Required)
- Spanish (Preferred)
- Portuguese (Preferred)

**Benefits:**

- Health insurance

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.



## **Office Administrator – Ercon Inc (Wareham)Wareham**

*Full-time, Part-time, \$20.00 /hour*

### **Description**

- Data entry, review and control (including organizing and filing)
- Preparing paperwork for manufacturing and quality testing
- Preparing and packaging orders for shipment, including occasional lifting of boxes (typically 10-30 lbs)
- Involvement in the inspection and documentation of incoming materials through outgoing finished products
- Maintaining and reviewing records of items purchased, costs, delivery, and inventory levels
- Supporting activities related to equipment maintenance, calibration and verification
- Answering and directing phone calls to appropriate personnel
- Assisting in the coordination of marketing activities
- Maintaining a clean, safe, and efficient office environment

**Requirements:**

- Regularly scheduled hours 8AM-4:30PM (M-F, 40 hours/week). Part Time will be considered.
- Qualified candidate should have previous data entry experience
- Knowledge of general office procedures
- Strong computer skills, including accurate data entry and experience with Microsoft Excel
- Good memory retention and strong initiative to follow up on pending items
- Capable of multi-tasking while consistently maintaining a high attention to detail
- Ability to work independently and meet deadlines with a sense of urgency
- Good judgment and proven ability to effectively prioritize multiple tasks
- Must be detail-oriented, articulate and proactive
- Ability to effectively communicate
- Sitting or standing for prolonged periods of time

**Experience:**

- Data Entry: 1 year (Preferred)

- Excel: 1 year (Preferred)
- Computer Skills: 1 year (Preferred)

### **Benefits:**

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off
- Flexible schedule
- Tuition reimbursement

### **This Job Is:**

- A job for which military-experienced candidates are encouraged to apply
- 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

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](#)

**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](#)

**Legal Secretary/Paralegal – Horan McLean Law (New Bedford)**

*Full-time, \$30,000.00 to \$50,000.00 /year*

Very busy Southcoast law firm – immediate need experienced legal secretary, experience in family law, estate planning and administration and general law practice management. Must be proficient in Word, Outlook, excellent typing skills, able to multi-task, excellent client relationship skills, team player.

- Provide administrative support to one or more lawyers
- Greet visitors and perform initial screening of clients
- Answer phone calls, take notes/messages and redirect calls when appropriate
- Produce and file various legal documents such as pleadings, motions, agreements
- Knowledge of Court system and dealing with court personnel including clerk's office and staff
- Prepare and review discovery
- Familiarity with domestic relations law and Pleadings
- Estate planning and administration skills
- Attention to Detail
- Excellent Computer Skills
- Ability to multitask

**Experience:**

- Typing: 1 year (Preferred)
- Customer Relationship Management: 1 year (Preferred)
- Microsoft Word: 1 year (Preferred)
- Family Law: 1 year (Preferred)
- Microsoft Outlook: 1 year (Preferred)

**Minimum Previous Legal Responsibility:**

- Intermediate (Preferred)

**Additional Compensation:**

- Bonuses

**Benefits:**

- Health insurance
- Paid time off

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

### **Auto Damage Appraiser – APC Autobody(Dartmouth)**

*Full-Time, \$30.00 to \$40.00 /hour*

We are looking for an experienced appraiser to go over cars that have been disassembled and deal with insurance companies. We offer health insurance / 401k / paid vacation.

#### **Benefits:**

- Health insurance
- Retirement plan
- Paid time off

#### **Schedule:**

- Monday to Friday

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

### **Greeter – Speedee Oil Change & Auto Service (New Bedford)**

#### **Job Description:**

The Greeter is responsible for establishing and maintaining good customer relations, accurately completing written work orders, providing customers with excellent service and serving as the initial customer contact point.

#### **Responsibilities include but aren't limited to:**

- Greeting the customer
- Writing up customer and vehicle information
- Performing all duties of the Fluid Services Technician as needed
- Presenting maintenance service options to customers

#### **Requirements:**

- Commitment to excellence at all levels of service
- Automotive and retail experience helpful
- Cheerful and friendly communication skills

- Enthusiastic attitude and strong work ethic
- Clean and neat appearance
- Clear and effective telephone skills
- Valid state driver's license

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

### **Sales Associate – Hot Topic Inc. (Dartmouth)**

Join the loudest store in the mall! We're looking for music and pop culture fanatics to help create the best experience for our customers. As a Hot Topic Sales Associate, you'll be a huge part of our success by providing the best customer service, ensuring that fellow fans are able to get their hands on the Merch they love. You'll share your fandom knowledge, stock and replenish product, and help merchandise the store in a visually appealing way, all while being hyper focused on the in-store experience.

#### **WHAT YOU'LL DO**

- Provide an amazing shopping experience that will encourage customers to return. They'll be impressed by your product knowledge, customer experience skills and use of the Force
- Cover the sales floor zone and ensure that assigned areas are up to visual standards
- Work the register; you'll process sales transactions and use your fandom knowledge to drive add on sales
- Assist with planogram changes including store map, wall, fixture, & merchandising mix
- Let your voice be heard! You'll communicate fashion & music trend information to management and respective HQ partners
- While we welcome wizards, we don't like it when spells are stolen. You'll work with Store Management to ensure there's no misuse of spells and wizardry around theft
- Support the maintenance of the mother ship; you'll help keep the stock room organized and the store tidy
- Any other activities as assigned by your Store Leader

## **WHAT YOU'LL NEED**

- Previous experience working in a retail environment. If you love music and pop culture, you're in the right place!
- Superpowers in providing customer service and selling
- You'll have to be at least 16 years of age to join the fandom force
- Avenger like collaboration and communication skills
- The usual retail stuff: able to stand and walk around during scheduled hours, reaching for Merch using ladder, step stool and poles. You'll also have to be able to move around boxes awesome merchandise that may weigh up to 50 pounds

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

## **Barista – Starbucks (Dartmouth)**

### **Job Summary and Mission:**

This position contributes to Starbucks success by providing legendary customer service to all customers. This job creates the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Models and acts in accordance with Starbucks guiding principles.

### **Summary of Key Responsibilities:**

- Responsibilities and essential job functions include but are not limited to the following:
- Acts with integrity, honesty and knowledge that promote the culture, values and mission of Starbucks.
- Maintains a calm demeanor during periods of high volume or unusual events to keep store operating to standard and to set a positive example for the shift team.
- Anticipates customer and store needs by constantly evaluating environment and customers for cues.
- Communicates information to manager so that the team can respond as necessary to create the Third Place environment



during each shift.

- Assists with new partner training by positively reinforcing successful performance and giving respectful and encouraging coaching as needed.
- Contributes to positive team environment by recognizing alarms or changes in partner morale and performance and communicating them to the store manager.
- Delivers legendary customer service to all customers by acting with a customer comes first attitude and connecting with the customer. Discovers and responds to customer needs.
- Follows Starbucks operational policies and procedures, including those for cash handling and safety and security, to ensure the safety of all partners during each shift.
- Maintains a clean and organized workspace so that partners can locate resources and product as needed.
- Provides quality beverages, whole bean, and food products consistently for all customers by adhering to all recipe and presentation standards. Follows health, safety and sanitation guidelines for all products.
- Recognizes and reinforces individual and team accomplishments by using existing organizational methods.
- Maintains regular and punctual attendance

### **Summary of Experience:**

- No previous experience required

### **Basic Qualifications:**

- Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation
- Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays
- Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation
- Engage with and understand our customers, including discovering and responding to customer needs through clear and

pleasant communication

- Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients
- Available to perform many different tasks within the store during each shift

**Required Knowledge, Skills and Abilities:**

- Ability to learn quickly
- Ability to understand and carry out oral and written instructions and request clarification when needed
- Strong interpersonal skills
- Ability to work as part of a team
- Ability to build relationships

Starbucks and its brands are an equal opportunity employer of all qualified individuals.

We are committed to creating a diverse and welcoming workplace that includes partners with diverse backgrounds and experiences. We believe that enables us to better meet our mission and values while serving customers throughout our global communities. People of color, women, LGBTQIA+, veterans and persons with disabilities are encouraged to apply.

*Qualified applicants with criminal histories will be considered for employment in a manner consistent with all federal state and local ordinances. Starbucks Corporation is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at 206-318-0660 or via email at [applicantaccommodation@starbucks.com](mailto:applicantaccommodation@starbucks.com).*

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

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