

# The South Coast Hot Jobs List

## – March 08, 2020

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of March 08, 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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### **Job Fair – Kilburn Mills (New Bedford)**

**Are you a talented job seeker looking to start your career? Do you have a career but want to switch jobs?**

The Kilburn Event Center – the SouthCoast's premier event facility overlooking beautiful Buzzards Bay, is hosting their annual Kilburn Career Fair on **Thursday, March 19th from 11 AM – 6 PM**. Visit and share our event page with friends: <https://www.facebook.com/events/476039759725282/>

Participants will be featuring and offering potential employment positions in the areas of Lodging, Tourism, Recreation, Amusement, Restaurant, Food & Beverage, Casino, Country Club, Food Service and Healthcare. Supervisory as well as Management positions will also be available.

This event is for all ages and skill levels, from local high school students and graduates, to college graduates with specific degrees and skill sets, and will allow job seekers the opportunity to interact with a large number of local hiring managers and representatives.



Kilburn is excited to bring a variety of businesses under one roof and hope you'll join us! Our goal is get you in the job of your dreams for 2020!

Kilburn Mills Event Center  
127 West Rodney French Blvd.  
New Bedford MA 02744

**Are you an employer looking to hire? VENDOR SPACE IS NOW AVAILABLE**

Reserve your booth by contacting [kellie@kilburnmill.com](mailto:kellie@kilburnmill.com) or by calling (508) 990-3500 for more information.



## **Team Member – Domino's Pizza**

*Part-time, \$12.75 to \$14.00 /hour*

You got game? You got spring in your step? You want the best job in the world! And schedules that work with you, not against you? That's right, we live to beat the rush and make it possible to make, bake or take pizzas during the hungry hours of the day and night, part or full time. You'll have plenty of time left over for school, hanging with your friends, or whatever. Sound good? Even if you just need a second job for some extra cash, Domino's Pizza is the perfect place for you.

We are searching for qualified Team Members with personality and people skills. We're growing so fast it's hard to keep up, and that means Domino's has lots of ways for you to grow (if that's what you want), perhaps to management, perhaps beyond. Whether it's your hobby, main-gig, or supplemental job, drop us a line. We're bound to have just the thing for you.

We take pride in our team members and our team members take pride in Domino's Pizza! Being the best pizza delivery company in the world requires exceptional team members working together. At Domino's Pizza, our people come first!

### **As part of our crew, your responsibilities will include:**

- Operating all equipment.
- Stocking ingredients from delivery area to storage, work area, walk-in cooler.
- Preparing products
- Receiving and processing telephone orders.
- Taking inventory and completing associated paperwork.
- Cleaning equipment and facility approximately daily.
- We offer flexible scheduling and competitive wages for all team members.

Domino's is an equal opportunity employer.

## **REQUIREMENTS**

- Must be 18 years of age or older
- Ability to comprehend and give correct written instructions.
- Ability to communicate verbally with customers and co-workers to process orders both over the phone and in person.
- Ability to add, subtract, multiply, and divide accurately and quickly (may use calculator).
- Must be able to make correct monetary change.
- Verbal, writing, and telephone skills to take and process orders.
- Motor coordination between eyes and hands/fingers to rapidly and accurately make precise movements with speed.
- Ability to enter orders using a computer keyboard or touch screen.

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

### **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](#)

**Cannabis Sales Consultant – PharmaCannis (Wareham)**

The Cannabis Sales Consultant is responsible for creating a world class customer experience for each and every customer who walks in the store. it will promote a work environment

that is positive, customer service-oriented and compliant. This position is accountable for executing initiatives that achieve all hospitality goals at PharmaCann.

This includes responsibility for compliance with all policy and procedures and all other operational objectives of the business, as well as executing visual standards and presentation needs to customer requirements, product performance, along with sales and marketing objectives. The ideal candidate should be passionate about their role and have a strong willingness to help people become educated about cannabis.

### **Duties and responsibilities or (Essential Functions)**

- Meet & Exceed personal sales volume and KPI goals
- Assist in building a great company and business that disrupts the traditional retail model and embrace change
- Add value to the team by being authentic and confident self-leader who strives to execute our world class hospitality program.
- Drive repeat business through strong local networking and customer data capture, patient confidence inspiration and building of patient loyalty
- Execute high customer experience standards, to include a world class culture and industry leading customer engagement through strong sales techniques and product knowledge
- Accountable for accurately utilizing PharmaCann's Point of Sale system
- Execute PharmaCann's dispensary protocols including safety protocols
- Other duties as assigned by the General Manager.

### **Qualifications**

- Minimum 21 years of age
- Minimum 2 years' experience with customer service in retail
- Strong analytical skills to assess data, facts and figures
- Intermediate-level math skills
- Strong Computer-based skills

- Dynamic interpersonal and communication skills
- Business-minded personality
- A highly self-motivated and ethical individual

### **Working conditions**

- This job operates in a professional store environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.
- This position requires weekends, nights and holiday work availability.
- May require minimal travel.

### **Physical requirements**

While performing the duties of this job, the employee is regularly required to talk and hear. This employee is frequently required to stand, walk, use hands or feet, reach with hands and arms and may be required to lift a up to 50 pounds.

### **Additional Information**

All your information will be kept confidential according to EEO guidelines.

PharmaCann, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. We value diversity, military service, and law enforcement experience. Compensation is competitive and will be commensurate with experience. Benefits are available.

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

## **Sales Consultant/Computing – Best Buy (Dartmouth)**

### **What does a Sales Consultant do?**

The Sales Consultant ensures Best Buy delivers a world-class customer experience as THE destination and authority for technology products and services. You will provide velocity

and solution support to solve customer needs to ensure that no customer is left unserved or underserved.

**As the Sales Consultant you will:**

- Implement assigned responsibilities from store leadership in outlet area to engage customers using selling skills to build complete, connected solutions while maintaining a balance of high velocity and high service.
- Ensure inventory and merchandising standards are maintained in outlet store area.
- Demonstrate excellence in execution of selling skills, and selling strategy as evidenced by coaching forms and Customer Metrics (NPS and Mystery Shops).
- Support sales strategies in partnership with the Sales Manager to achieve operating results, growth objectives, and overall financial performance goals.

**What are the Professional Requirements of a Sales Consultant?**

- Ability to work successfully as part of a team
- Ability to work a flexible schedule inclusive of holidays, nights and weekends
- 3 months experience working in customer service, sales or related fields

**What are my rewards and benefits?**

Surrounded by the latest and greatest technology, a team of amazing coworkers and a work environment where anything is possible, you'll find it easy to be your best when you work at Best Buy. While you're making technology work for our customers, we're making sure Best Buy works for you with our pay for performance philosophy. At Best Buy we offer top salaries for management, including both short and long term incentive plans based upon business results, as well as endless opportunities to grow in a dynamic work environment that's part of an industry that never sleeps. From tuition reimbursement to deep employee discounts, to health, wealth and wellness benefits, we believe the success of our company depends on the passion of employees for learning, technology

and people.

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](#)

**Sales Associate/Beauty Advisor – Sally Beauty Supply LLC (New Bedford)**

By working at Sally Beauty, you would be part of the largest hair and beauty supplier in the world and we are on a mission to empower our customers to express themselves through hair – and we need passionate and talented people to make this happen!!

The Sales Associate/Beauty Advisor will focus on one primary objective – creating a memorable shopping experience for our customers. We are continually searching for passionate beauty lovers that want to help our customer through their beauty experience. Whether assisting with hair color, cosmetics, skin care, or nails, we want you to be the advisor on our customer's journey. It takes knowledge and training – which

Sally Beauty will go above and beyond to provide. You bring your passion and personality – we will do the rest!

**Your role at Sally Beauty:**

- Build relationships and inspire loyalty.
- Recommend additional and complimentary products.
- Inform customers of current promotions and events.
- Set up advertising displays and arrange merchandise to highlight sales and promotional events.
- Ensure our customers are informed about and enrolled in our Loyalty program.
- Complete transactions accurately and efficiently.
- Maintain a professional store environment and communicate inventory issues.
- Demonstrate our Sally Beauty Culture Values.

We have a range of different working schedules and hours to suit everyone's needs.

**Why you'll love working here:**

- The people are creative, fun and passionate about beauty.
- Generous product discount and free sample products.
- You will receive a great education regarding our products.
- You will have ample opportunity for growth.
- You may qualify for one or more of the following – medical, dental, vision, 401k, vacation, sick and holiday time depending on the average hours worked.

**Legal wants you to know:**

- Must be able to lift up to 25 lbs, occasionally while on a ladder, with or without accommodation.
- May be exposed to fumes and odors upon occasion.

**Working Conditions/Physical Requirements**

The position requires some physical exertion such as long periods of standing; walking; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as shipment

or record boxes. The position involves working around moving parts, carts, or machines, and may occasionally include exposure to irritant chemicals.

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](#)

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