

The South Coast Hot Jobs List – April 14, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of April 14, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Greenhouse Worker – Sid Wainer & Son

\$12.00- \$15.00 an hour

About Sid Wainer & Son

For the past 100 years, Sid Wainer & Son has been at the forefront of the food industry. We travel the world to source, grow, and bring to the table the most unique products and ingredients on the face of the earth. We tap into our extensive product knowledge and experience in the culinary field to educate our customers, suppliers, and one another. Our customers are discerning food lovers; the top restaurants, retailers, airlines, hotels, caterers and cooking shows in the world.

Summary/Objective

The Greenhouse Worker will assist with the daily greenhouse operations that include systems seeding, sampling, planting, watering, and harvest. Our Greenhouse is located right near our headquarters in New Bedford!

Essential Duties and Responsibilities:

- Hand work including: fertilizing, picking, harvesting, and packing seasonal vegetables and herbs.
- Communicate and problem solve with Farm Manager.
- Assist with plant production.
- Provide excellent customer service and public relations.
- Assist with inventory control and product merchandizing.
- Perform team member duties as needed.

- Identify potential pest or disease.

Requirements:

1. Must be able to withstand high temperatures/heat and humidity
2. Able to stand for 6-8 hours
3. Able to lift up to 60lbs

Schedule:

- Our season lasts from April-October/November; layoff in the winter/slow season
- Monday-Friday, 7AM-4PM

Pay rate: \$12-\$15 per hour (based on experience)

Experience

- 1+ years of greenhouse and watering experience preferred.

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

Multiple Positions – Zero Waste Solutions

Zero Waste Solutions, a Family Owned and operated business is opening in May of 2019 and looking to hire up to **twenty employees** for the following positions:

- Forklift Operators
- Heavy Equipment Operators
- Plant Maintenance Manager
- Plant Maintenance Technicians
- Control Room Operator
- Credit and Collections Associate
- Receptions and Billing Associate

How to Apply:

You can fill out an application in person at
48 Cranberry Highway
West Wareham, MA 02576

Or please send resumes to cavilla@abcdisposal.com

Benefits include: Weekly Pay, Competitive Wages, Health Benefits, 401K Match, Employer Paid Life Insurance and Paid Time Off.



This is an opportunity to work for a great local company and at one of the most modern waste recycling facilities in the world.

**Seasonal Warehouse Associate – Amazon Fulfillment Services
(Fall River)**

\$15.00 an hour

On-the-spot Job Offers!

If you are hired and accept the position, you will need to provide proof of your identity and employment eligibility as required by federal law by completing a Form I-9. Here is a link to the List of Acceptable Document(s) that are needed (either 1 from List A or 1 from List B and 1 from List C): <https://www.uscis.gov/i-9-central/acceptable-documents>

Amazon is an E-Verify employer, so be prepared to present a document with a photograph! All job offers are contingent on meeting eligibility requirements.

Shifts we're hiring for:

Days, Friday–Monday, 7:00 AM–5:30 PM, Wednesday–Saturday, 7:00 AM–5:30 PM

Job Description

Every year, millions of orders and gifts make their way through Amazon Fulfillment Centers, Sort Centers, Delivery Stations, and Prime Now Warehouses. Each Amazon team member is part of the magic of bringing orders to life.

We are neighbors and friends. Moms, dads, grandmas, grandpas, sisters, brothers. Teachers and students. Whether you want a career or to earn extra cash now, we offer full-time, part-time, seasonal and flexible schedules that work with your life.

Find a job you'll love.

Fulfillment Centers – Work inside an Amazon warehouse, selecting, packing and shipping customer orders. If you like a fast-paced, physical position that gets you up and moving, then come help bring orders to life. Work a set, full-time schedule. Shift options include overnight and days, and usually at least one weekend day.

No resume or interview required. Complete your application, pick a hiring event and start date, and get ready to start work.

Amazon is an Equal Opportunity-Affirmative Action Employer – Minority / Women / Disability / Veteran / Gender Identity

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

Multiple Positions – Lloyd's Deli & Pizza Hut Express

Lloyds Deli & Pizza Hut Express are [hiring](#) sandwich & pizza makers for their New England Farms location at 207 Theodore Rice Blvd. in the New Bedford Industrial Park.

You can apply in person at the deli; simply request to fill out an application. Or, you can visit New England Farms online. Choose any location in the drop down menu to complete the form: <http://www.ne-farms.com/job/sales-associate/>

Please specify in the “Notes” section of the online application or in the email which location and position with which you are interested. New England Farms is also looking for Assistant Managers and Sales Associates at other locations.

Founded in 1998, [New England Farms](#) finds the best locations, builds the best, cleanest facilities, and supports them with an exemplary staff delivering great brands. What sets us apart is our customer service. Join a great team and help open a brand new location from the ground up!

[New England Farms](#) offers gasoline and diesel, and a complete line of convenience store products at competitive prices. We firmly believe in a One Stop Shopping philosophy of offering customers quick access to grocery items, ATM's, lottery, coffee and quick meal options. You will always get the best customer service in the industry...Every Day, Every Customer, Every Location.

Facebook: [facebook.com/NewEnglandFarms/](https://www.facebook.com/NewEnglandFarms/)

Website: www.ne-farms.com/



<http://www.ne-farms.com/job/sales-associate/>

Shipping and Receiving – NWD, Inc.

\$12 an hour, Part-time

Experienced Warehouse workers preferred. Fresh/Frozen Fish Products. Duties will include; Wrap Pallets, Sort Product, Unload Trailers. Part time work/may be opportunity for full time, Monday/Wednesday/Friday Nights 4pm til trucks loaded.

Lifting 10lbs + boxes/Bending/Repetitive movement.

For more information please call 5089971254 #6 or apply in person

Experience:

- Warehouse: 1 year (Preferred)
- Shipping and receiving: 1 year (Preferred)

Hours per week:

- 10-19

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

Legal Assistant/Paralegal – Law Offices of Sabra & Aspden

The Law Offices of Sabra & Aspden are seeking a bright, professional, energetic and experienced legal assistant/paralegal to join its fast-paced personal injury and civil litigation practice.

Responsibilities include:

- Preparation of PIP forms
- Assembly of medical records, demand letters, and court pleadings.

The successful candidate must:

- Have at least two years of experience as a legal assistant or paralegal
- Be well-organized and detail oriented
- Have the ability to work independently and as a team
- Excellent interpersonal and communication skills
- Ability to think critically and analytically are also essential.

Salary is competitive and commensurate with experience.

Send resume and cover letter to: ssabra@sabraandaspden.com

attention: JoAnn.

About the firm: Since 1987 Attorney Steve Sabra and Matt Aspden have provided top-notch legal representation to South Coast communities including Somerset, Swansea, Fall River, Westport, Taunton, and New Bedford. Both attorneys grew up and currently reside in Somerset and are extremely active in the community. Both Attorney Sabra and Aspden have received the Community Service Award from the Massachusetts Bar Association.



SABRA & ASPDEN PA
LAW OFFICES

ABC Disposal Service, Inc. – Drivers

ABC Disposal Service, Inc is a family owned business and was established in 1967 – providing the community with over 50 years of service.

They are seeking qualified candidates for Class A and B Drivers, you can apply in person at:

Human Resources
ABC Disposal Service, Inc.
1245 Shawmut Avenue
New Bedford, MA 02745

Or please send resumes to cavilla@abcdisposal.com

Benefits include: Weekly Pay, Competitive Wages, Health Benefits, 401K Match, Employer Paid Life Insurance and Paid Time Off.



Mover and Driver – Long Moving & Storage LLC (Westport)

\$14 – \$18 an hour, Full-time

Applicants should have the following:

- Customer Service
- Follow safety guidelines and provide a safe work environment at all times
- Review paperwork with customer and collect payment
- Packing
- Load, unload, or stack containers, material, or products
- Driver's license
- Experience in Moving/Driving
- Ability to work with a team
- Problem Solving
- Leadership
- Customer Service
- Physical Strength/Stamina
- Friendly and polite personality

Call us today (508).851.7862 and join our team of Professional Movers!!! Full Time & Part Time Positions Available.

Experience:

- Moving: 1 year (Preferred)

License:

- Driver's License (Preferred)

Work authorization:

- United States (Required)

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

Wood Components Assembler – National Lumber Family of Companies

Family owned and operated since 1934, National Lumber is the largest independent building materials supplier in New England. We believe in offering satisfying careers, not just jobs. Currently we have an opportunity available for a Wood Components Assembler in our manufacturing plant – Reliable Truss and Components – a division of National Lumber. Ambitious individuals who want to move up in a company should apply. This is a nice opportunity to join a growing company and work with a friendly team.

Description:

Duties include setting up lumber for trusses and wall panels on an assembly table based on production shop drawings. This includes using settings, stops, jigs and plates for the best production efficiency. Responsibilities also include verifying that all material for orders is the correct size, species, grade, angle and length. Knowledge of lumber products and wood construction very helpful. State of the art technology will be used. Full time with full benefit package.

Qualifications:

- Wood construction / framing experience
- Prior work in a manufacturing plant setting

Benefits:

• Medical, Dental, Vision, Life Insurance, Disability Insurance, Paid Vacation, Paid Sick Time, 401k, Uniform Allowance, Employee Discount, Tuition Reimbursement

Experience:

- Building materials industry: 1 year (Preferred)
- Manufacturing: 1 year (Preferred)

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

Merchandiser/Gardener – Cavicchio Greenhouses, Inc.

****POSITIONS AVAILABLE IN:** Attleboro, Auburn, Dartmouth, Framingham, Hyannis, Northborough, Pittsfield, Seekonk, Stoughton, Taunton**

Primary Responsibility:

Working at the direction of the Merchandising Supervisor, the Merchandiser is responsible for maintaining the appearance of Cavicchio product on display in one or more retail stores. The successful candidate will be reliable and execute the merchandising and maintenance plan to promote sales.

Duties and Responsibilities:

- Ensure product in stores in the territory is merchandised to maintain overall appearance and beauty of sales floor
- Execute existing designs for displays including placement and accuracy of signage
- Ensure displayed product is appropriately watered
- Cull, consolidate and otherwise oversee quality of displayed product
- Other duties as assigned by the supervisor

Skill and Qualifications:

- Ability to effectively communicate and interact with supervisor, store personnel and store customers
- Prior merchandising experience or a willingness to learn
- Basic knowledge of plants and gardening or willingness to learn
- Ability to follow and execute a design plan independently
- Ability to commit to working for the complete season (May-October)

- Available cell phone and daily access to email
- Reliable transportation

Physical Requirements

- Ability to lift, pull/push up to 50 lbs
- Ability to bend, stand and walk for the length of your shift
- Ability to work outside in all types of weather

What's it like to work at Cavicchio's? Far from Ordinary.

Our work environment is rewarding, challenging, and tech-savvy. We are a modern farm – operating more than 200 beautiful acres across three locations in Massachusetts. We are diverse, use golf carts to get around, and have a casual dress code.

Our office is a farmhouse, and our workspace extends from our state-of-the-art greenhouses to the fields outside. We work hard to deliver exceptional service to our customers in our three wholesale areas: the Pickup Area Greenhouse, Landscape Barn and Stone Yard, and our Nursery at Lincoln Road.

We encourage forward thinking and cultivate career growth. Let's grow together. Don't delay, apply today to secure your spot working around all things green for Spring!

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

CNAs and HHAs – LifeStream, Inc.

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

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

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



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

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

You can also stop in at 13 Welby Rd., New Bedford, MA 02745 for a walk-in interview on Tuesdays from 9am-11am or Fridays from 1:30pm-3:30pm. Any questions can be emailed to

hr@lifestreaminc.com. A full job description is available upon interview.



LifeStream

Swimming Pool Installer and Service – Aaron Pools & Spas.

Jump into the pool industry and join Aaron Pools & Spas hard-working Swimming Pool Construction or service crews! No experience needed. Outdoor work. 40+ hours during peak season. Pays \$13 – \$15 an hour.

Looking for a skilled and dedicated worker with a positive attitude that shows up when scheduled.

No education or experience required. We will train you!

Stop by 597 State Rd in Dartmouth to apply. You can also apply on Facebook here:

https://www.facebook.com/job_opening/243740179758946/

Receptionist – Alma del Mar Charter School

Alma del Mar is a K-8 charter school whose mission is to put every one of our scholars on the path to college and to challenge them to be service-minded leaders. We do this by immersing our scholars in a highly demanding, highly supportive environment where they receive a content-rich education.

Alma gets results for kids. After fewer than three years at Alma, our scholars outperform their district peers in reading ability and surpass their suburban peers in mathematics achievement. In addition, we're known for being a highly inclusive school. Over 30% of scholars at Alma receive some

additional academic or behavioral support and we have been nationally recognized for our effectiveness in serving this population.

The Receptionist Role

- Warmly welcome families into the school
- Manage front desk adult sign in log
- Manage front desk scholar sign in log, including tardies and dismissals
- Answer phone calls and take messages for staff
- Manage the staff break room supplies – order coffee etc.
- Adapt to tackle other day to day challenges as they come up

Who We're Looking For

- Strong team orientation
- Infectious joy
- Ability to speak, read and write Spanish

What You Can Expect

- Unlimited tea and coffee, for when you need a boost
- Weekly professional development (with snacks) and \$1,000 PD stipend
- Weekly meetings with someone who supports you
- Monthly birthday breakfast!

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

Receptionist/Office Assistant – Northern Wind Inc

Job Summary

We are looking for an energetic and friendly person that is able to keep track of visitor's, making sure they are signing in and out, answering the phone and transferring them to the correct Department. Also to be able to complete any and all clerical work given.

Responsibilities

- Answer all incoming calls, direct calls to the appropriate

staff and assist callers when needed.

- Greet and direct visitors to the company in a professional, friendly, hospitable manner.
- Handle ordering, receiving, stocking and distribution of office supplies.
- Perform other related clerical duties such as photocopying, faxing, filing.
- Ensure lobby area, conference room, kitchen and common areas are kept neat, clean and stocked with appropriate supplies.
- Receive, sort and forward all incoming mail services (FedEx, UPS, etc.)
- Assist Controller with accounts payable data entry, vendor inquiries and projects.

Qualifications

- The minimum qualification is a high school diploma or equivalent.
- Basic computer certification would be advantageous.
- Working experience of clerical skills such as typing, copying and faxing would be given preference.

Experience:

- Receptionist: 1 year (Preferred)
- Data Entry: 1 year (Preferred)

Education:

- High school or equivalent (Required)

Language:

- English (Required)
- Bilingual (Preferred)

Benefits offered:

- Paid time off
- Health insurance
- Dental insurance
- Retirement benefits or accounts

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

Clean Room Packager – 2nd shift – Tegra Medical

Tegra Medical has an opportunity for a Clean Room Packager to work with medical devices in a clean room environment.

Job Purpose:

- Responsible for the assembly, labeling and packaging of precision medical device components in a controlled environment room.
- High level of attention to detail is critical
- Excellent vision is required to detect defects and remove small particles from packaging and product

Skill Level:

- Must possess good communication and organizational skills
- Should possess excellent record-keeping and penmanship skills
- Must perform duties with minimal supervision
- Must be able to work gowned in a controlled clean room environment

Tegra Medical is an Equal Opportunity Employer. M/F/D/V.

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

Inventory & Receiving- MED

\$500 – \$550 a week

Inventory & Receiving: Equipment Pickups – Load Truck, Clean, Inventory. MED is a small corporation based in New Bedford, MA that is rapidly growing. With our recent rapid growth we seek a hard working team-member to help process our inventory aka: merchandise faster.

This role is Monday through Friday and includes, but is not limited to:

- Inventorying equipment located in the warehouse to the online Inventory Management Database

- Cleaning of the equipment: removing sticker residue, oils, dirt and dust, etc
- Package and load equipment on the truck at client facilities
- Packaging and shipping as needed

Requirements:

- Elbow Grease
- Good, professional attitude at all times
- Solid computer understanding to accurately type equipment make, model, serial number and many other fields into the computer.
- Capability to lift heavy weights, use pallet jack and move equipment around efficiently

To apply, send a resume and note as to why you should be considered for this role to Garret.

Benefits offered:

- Health insurance
- Paid time off
- Retirement benefits or accounts
- Workplace perks such as food/coffee and flexible work schedules
- Others

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

Sales Associate – Staples (Fairhaven)

Job Summary

Responsible for providing exceptional customer service and creating a customer centric environment. This person will also be required to perform store operational tasks as needed.

General Purpose:

- Customer Service, Basic selling skills, Front-end operations, Merchandising and retail operating standards.

Role Qualifications:

- Must exhibit exceptional customer service at all times
- Utilize operational interactivity to comfortably connect with our customers, understand their needs and present solutions
- Embraces Staples values; Own it, Say it like it is, Be Caring, Keep it Simple, and Work Together every shift

Position Responsibilities:

- Delivers exceptional customer service
- Responds resourcefully to customer requests and concerns
- Processes accurate and efficient sale and return transactions
- Understands and utilizes basic selling skills to properly engage and present solutions to our customers
- Creates an inviting environment for customers by maintaining a neat and clean store
- Perform front end responsibilities such as cashier, returns, and reserve online pick up in store with no impact to the customer experience
- Adheres to all company policies procedures & safety standards
- Able to multitask on assorted merchandising and sales responsibilities
- Performs other related duties as assigned

Basic Skills required:

- Able to engage and speak to customers
- Able to work a flexible schedule

Preferred skills and experience:

- Customer service experience in a retail environment
- Cashier experience

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

Sony Experience Expert – Best Buy (Dartmouth)

This Sony Experience Expert ensures Best Buy delivers a world-

class end-to-end experience across all aspects of home theater products with emphasis on the Sony ecosystem. This role works closely with customers and other employees to demonstrate, promote and sell a variety of exciting Sony products in the Home Theater Zone and across the store to ensure customers' end-to-end needs are met.

As the Specialized Vendor Home Theater Expert you will:

- Build relationships with retail customers, while providing them with relevant and memorable product demonstrations.
- Use innovative customer engagement and creative sales techniques to increase sales of Sony ecosystem products in the Home Theater Zone and Home Theater Department.
- Maintain a high level of product knowledge within new technology, HT product, advanced experience zone product and across the Sony ecosystem. Interact with vendor partner and market teams regarding insights on performance, promotions, and sales best practices.
- Maintain department's merchandising and readiness to service customers throughout the day.
- Make complex technology simple for clients to understand and see unique value.
- 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 Leader to achieve operating results, growth objectives, and overall financial performance goals.

Basic Qualifications:

- 1 year of experience in sales, customer service or related field
- Ability to work successfully as part of a team
- Ability to work a flexible schedule inclusive of holidays, nights and weekends

Preferred Qualifications:

- Prior experience serving as a specialist/enthusiast in

premium, luxury or complex technology product/services

- 1 year sales experience
- 1 year experience working with consumer electronics products/services

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](#)

Sandwich Maker/Cashier – Donut Factory

Part-time, \$12.00 /hour

Job Summary

Job Responsibilities:

- Job includes preparing subs and sandwiches daily, filling and rotating general stock, dating all goods.

Qualifications:

- Sandwich experience preferred

Experience: Sandwich: 1 year (Preferred)

Working days: Monday-Saturday

Hours per week: 10-19

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

Sales Associate – Pier 1 Imports (Dartmouth)

Part-Time

Job Descriptions:

Inside every Pier 1 Imports store are retail sales associates who bring our home furnishings brand to life with their talent, dedication, resourcefulness and creativity. As the leading home furnishings specialty retailer, Pier 1 Imports is looking for a retail sales associate who helps our customers turn their houses into homes.

Are you all about presenting new ways of seeing and experiencing a home? Do you have strong, energetic customer service skills and have a desire to work a flexible schedule? The retail sales associate is the heart of the Pier 1 Imports brand and requires finely-tuned people skills that will keep our customers coming back again and again.

As a part-time retail sales associate, you will go all out to exceed our customers' expectations every day by presenting inventive solutions and possibilities for all of their home decor needs. You know that their experience with the Pier 1 Imports brand will be extraordinary, and you will help nurture home decors' individual artistry and expression.

Requirements include:

- Six months to one year of related retail sales experience (preferred)
- A true commitment to excellent customer service
- Ability to work nights and weekends
- Strong communication skills

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

Housekeeper/Laundry Aide – Savoy Nursing & Rehab Center

Full-Time

Job Description:

Savoy Nursing & Rehab Center is looking for a responsible person to work in Housekeeping 3-4 days per week and Laundry 1 day every other week. We are a small, 39-bed long term care facility seeking someone with experience in a long term care setting. We are an Equal Opportunity Employer. Interested candidates should submit a resume through Indeed.com or come in to complete an application.

Experience:

- Housekeeping: 1 year (Preferred)

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

Customer Service Representative – Speedway

Part-time

Job Description

Speedway is focused and dedicated to your success! We are committed to ensuring our employees receive proper training in order to provide excellent customer service to our customers on every visit. We offer full and part time opportunities that will work with your schedule.

Speedway offers best in class benefits including:

- Weekly paychecks and paid holidays at 2x pay for all hours worked
- Paid vacation (full-time positions)
- Coverage in medical, dental, life, and vision insurances eligible upon enrollment (full-time positions)
- Tuition Reimbursement including GED and Adoption Assistance
- Immediate eligibility and vesting for 401k plan with a company match of \$1.17 per dollar up to 6% of annual salary begins upon enrollment
- Exciting incentive and rewards programs

What you bring:

- Meeting and exceeding customer expectations on every visit

- Maintaining a clean, safe environment to ensure the store is presentable
- Food preparation including making one of our customer-favorites....coffee!
- Ensuring proper preparation, presentation, and freshness of all foodservice products
- Cash handling, fuel transactions, and promoting the Speedy Rewards loyalty program
- Ability to follow proper health code guidelines
- The ability to multi-task, perform repeated bending, standing, and reaching, and occasionally lifting up to 50 pounds.

Speedway LLC is an Equal Opportunity Employer and is committed to workplace diversity.

Requirements:

- Customer service experience preferred

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

Waste Reduction Assistant – Greater New Bedford Regional Refuse Management

JOB DESCRIPTION

Position: Waste Reduction Assistant

Classification: Non-Exempt

Reports To: Waste Reduction Coordinator

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

Essential Job Functions:

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

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

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

Job Knowledge/ Skills

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

Required Level of Education and Experience

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

Physical and Mental Demands:

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

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

How to apply:

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

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

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

or by email to: lferreira@gnbrrmdistrict.org

Assistant Recreation Leader (Seniors/COA) – City of New Bedford

PAY: \$15.00hr – \$20.10hr

Assists the Senior Activities Coordinator/ Administrative Coordinator in developing, maintaining and supervising adult social day activities for senior citizens. Assists Senior Activities Coordinator with the operation of Adult Social Day Care Program by planning and leading daily activities. Also responsible to assist the Coordinator with recruitment of participants and volunteers. Assists the Coordinator with requests for the funding of special events. Assists with planning and coordination of special events. Responsible for monitoring the activities and response to activities of each participant in order to formulate a weekly progress note. Works as a member of the therapeutic treatment care team and other staff assigned to the Adult Social Day Program.

Interacts daily with participants. Assists the Elder Mental Health Outreach Team and Fresh Start Program staff with client service plans and home visits.

Possession of a valid Massachusetts's Driver's License and good driving record. Operates a motor vehicle on a regular basis. Must be certified and maintain certification in CPR and First Aid. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Assessment Specialist – City of New Bedford

PAY: \$47,339 – \$59,178

Inspects, measures and records information of real and personal properties for ad valorem valuation. Verifies all information on property record card; produces quality and quantity necessary to meet Massachusetts appraisal standards. Assists in the re-mapping of parcels that need to be split or combined. Translates the field data onto computerized property record cards, and makes the necessary calculations and computations from cost and depreciation tables to determine the property's valuation, when necessary.

At least two (2) years of experience in the assessing, building, or appraisal field. Possession of a valid Massachusetts driver's license and good driving record. Possession of Massachusetts Accredited Assessor (MAA) designation desired. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit

www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Emergency Medical Services Paramedic – City of New Bedford

PAY: \$19.89hr

Examine, assess and stabilize patients at emergency scene, i.e., hemorrhage control, treatment for shock, immobilization of fractures, bandaging, proper treatment for burns, poisoning or drug overdose, deliver newborns, manage mentally disturbed patients, etc.

Obtain medical history, check vital signs; advise/inform Medical Control at the hospital of diagnostic indications. Perform definitive life support; administer treatment and utilize advanced life support equipment and procedures as directed by authorized physician and State treatment protocols, i.e., endotracheal intubations, defibrillation, synchronized cardioversion, nasogastric intubations, closed chest decompression, intravenous administration of drugs and fluids, external trans thoracic cardiac pacing, and interpret 12 lead EKG's, etc.

Respond to a wide range of emergency situations as required. Control scene of medical emergency; conduct triage, treatment and transportation at mass casualty incidents. Document pre-hospital care received by patients to facilitate admission to health care facility. Prepare patients for transport; monitor patients in ambulance to maintain patient stability, administer additional treatment when necessary. Operate ambulances and other emergency vehicles as needed to and from scene of emergency.

Current certification as an Emergency Medical Technician-Paramedic by the Mass. DPH, and current certification as a CPR healthcare provider by the American Heart Association (M.G.L., Ch 111C, Section 3 and 6). Current certification in Advanced

Cardiac Life Support by AHA. Subject to re-certification by the State Office of Emergency Medical Service.

One year of Paramedic experience preferred but not required.

Knowledge of pharmacology, and drugs used in advanced life support and possible reactions; Federal and State drug laws; pathophysiology; advanced human anatomy and physiology; medical telemetry; Advanced Life Support equipment; MGL, Ch 89, 90, and 111C; Mass. DPH re-certification requirements; regional communication protocols. Knowledge of major transportation routes in the locality, defensive and emergency driving procedures, emergency medical service vehicle limitations, local emergency medical service Point-of-Entry procedures.

Certain immunizations will be recommended and/or required prior to commencement of employment duties.

For more information, please visit:

[Employment Opportunities](#)

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Compliance Officer (Community Relations Specialist) – City of New Bedford

PAY: \$51,693 – \$64,622

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal

leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, "community-friendly" print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department's goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district's external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor's degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years' experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

[Employment Opportunities](#)

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Garage Attendant – City of New Bedford

PAY: \$13.99hr – \$18.51hr

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

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

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

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

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Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.