

The South Coast Hot Jobs List – January 6, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of January 6, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Front Desk Receptionist – Karyne and Company Day Spa (Dartmouth)

Part-time

Job Description

- Spa industry experience helpful. Ability to navigate Salon Iris program extremely helpful.
- Duties include but not limited to:
 - Reception/Scheduling
 - Mastering spa software to accurately maintain schedule and client information
 - Maintain a clean and organized front desk, lobby, and break room
 - Effectively multi-task and remain composed during fast-paced time periods
 - Promoting and tracking client referrals
 - Promoting services and retail merchandise
 - Customer Service
 - Delivering excellent customer service by displaying an upbeat, friendly, and calming demeanor
 - Providing professional phone skills
 - Greeting clients with enthusiasm and forecasting client needs
 - Creating a comfortable and welcoming environment for clients from their arrival till departure
 - Assisting Spa Coordinator with:
 - Inventory control
 - Social media marketing

- Creating specials/promotions
- Coordinating spa events/parties
- Completing delegated tasks

Ideal Candidate:

- Punctual, dependable, and trustworthy (must have own transportation)
- Computer savvy
- Business casual and fashion forward hair/makeup
- Self-motivated
- Enthusiastic team player
- Professional communication
- Maintain a close relationship with Spa Coordinator in order to ensure a professional and well-run spa

The successful candidate will also be a fast learner, computer adept, punctual, able to stand for long periods of time, dependable, nurturing, and have a passion for delivering excellent customer service. Our clients expect professional service with a smile. Our reception team is a hugely important part of the client experience. How many years of Receptionist/Customer Service Duties experience do you have?

Experience:

Customer Service Skills: 1 year (Required)

Education:

- High school or equivalent (Required)

Shifts:

- Morning (Required)
- Mid-Day (Required)
- Evening (Required)

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

Funeral Services Assistant – Service Corporation International
Part-time

Overview & Responsibilities

SCI is certified as a Great Place to Work® by the Great Place to Work Institute. In a recent survey, our associates said that their work has special meaning and is not “just a job”. We currently have a part time opening for a Funeral Services Assistant at Rock Funeral Home in New Bedford, MA. This is the opportunity to be part of the Dignity Memorial® provider network and grow your career in the funeral, cremation and cemetery services business. For us, there is no greater responsibility than celebrating each life like no other and making a difference in the lives of people we serve.

This position interacts directly with client families during their time of need and is responsible for creating and maintaining a premier level of client family satisfaction. The Funeral Attendant will set-up and assist with viewings, funeral services, memorial services, etc.

- Performs a variety of tasks during funerals and visitations to assist funeral directors and ensures that services run smoothly as planned
- Directs calls to appropriate team members
- Greets and receives client families and/or other persons entering the office for information and assistance
- Maintains a friendly attitude while offering assistance and guidance to all persons entering the location
- Assists passengers in and out of limousine with special emphasis and patience given to the handicapped and elderly
- Assists the Funeral Director in the movement of the casketed deceased and other related paraphernalia in and out of the visitation area, funeral home chapel, church or other place of service
- Drives the hearse, family limousine or other vehicle in the funeral cortege and/or other funeral related activities

Requirements & Qualifications

Applicants must have a flexible schedule, professional appearance, good attitude, and be a team player. The candidate

must share in the idea of growing market and maintaining a premier level of customer satisfaction.

- Good written and verbal communication skills
- Attention to detail
- Self-starter and team player
- Compassionate towards others
- Ability to lift 75lbs SCI Overview

Who we are. What we do.

We're more than North America's largest provider of funeral, cremation and cemetery services. We are mothers, fathers, sisters, brothers, sons and daughters who are devoted to the communities where we live and work. We are more than 20,000 dedicated individuals who provide caring assistance to families in need, honor veterans and public servants and deliver lifesaving programs to help keep children and seniors safe.

We operate under the umbrella of the Dignity Memorial network of 1,800 funeral homes and cemeteries. Dignity Memorial providers care for more than 300,000 families each year and understand the importance of thoughtful, personalized arrangements. We believe creating meaningful ways to pay tribute to a loved one begins with compassion and is shaped by the understanding that each life is truly unique. For us, there is no greater responsibility than honoring and preserving the story of one's life.

SCI offers advanced on-line training resources, career advancement opportunities in the largest organization in the industry, attractive benefits, and a wonderful community to serve with plenty of culture and personality. For additional information regarding our company, please visit our corporate site at www.sci-corp.com .

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

Nurse/Health Manager position – P.A.C.E. Headstart

SALARY: \$27.50-\$30.00/hr., 30–35 hrs. per wk., 48–52 wks. per yr.

QUALIFICATIONS: RN licensure required in the State of Massachusetts and the understanding of the policies and procedures that govern Early Childhood Learning Programs. Bilingual skills preferred. Must be able to pass a background check.

Must be physically able to safely supervise pre-school children and attend to the scope of the duties listed in the job description including, but not limited to: lifting a child up to 40 lbs., able to climb stairs, walk moderate distances for home visits and related activities.

JOB SUMMARY: The Nurse/Health Manager will oversee the operations of the Health Service area of P.A.C.E., Head Start. This position will assist the program in adhering to the NAEYC, EEC, and Federal Program Standards regarding the physicals and vaccinations for children in the program ranging from birth to 5 years old. Will be responsible for supervising the Health Assistants; perform mandatory vision, hearing, and health screenings for all children. This role will work professionally and possess the communication skills necessary to work collaboratively with other staff, parents, and community members to support Head Start in understanding the health needs of the population and developing strategies to address those needs.

Low cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available.

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

Deadline to apply: 5:00 p.m., Friday, January 4, 2019

Must e-mail a cover letter with your mailing address, title of

position, and resume/application to:
hrjobapplications@paceinfo.org or mail the same information
to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

Delivery Driver – Mee Hong Restaurant

Part-time

- Reliable and responsible
- Available on weekends
- Valid driver license

Experience:

- Commercial driving: 1 year (Preferred)

License:

- Driver's License (Preferred)
- DOT Medical Card (Preferred)

Work authorization:

- United States (Preferred)

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

Front Desk – Smiley Dental (Fairhaven)

Job Description

We are looking for a front desk/receptionist for our Fairhaven office. The ideal candidate must be charming, articulate, self directed, outstanding in interpersonal skills, have good communication and administrative skills. Should be patient to deal with people to all ages – kids, adults and seniors. The candidate should be fluent in spanish and english .

Job Responsibilities include but are not limited to:

- Greeting patients on phone and in-person-Answering incoming calls on multiple lines
- Calling patients to book appointments-Scheduling and confirming appointments
- Presenting and handling financial arrangements
- Handling insurance eligibility
- Eagle Soft/Dentrix experience a plus

Our ideal candidate has:

- Strong sense of job ownership
- Proficiency in administrative and computer functions
- Outstanding organizational skills with ability to prioritize and multi-task
- Personal and professional code of ethics

What we offer:

- Excellent Salary
 - Good working environment
 - Opportunity for growth
 - Yearly events and celebrations
- Job Type: Full-time

Required experience:

- Dental Front Desk: 1 year

Required languages:

- English
- Spanish

How to apply? : Please write email: boston@mysmileydental.com

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

Cashiers, Delivery Drivers, Cooks – Wings over New Bedford

Full-time, \$16 an hour

We are hiring in all positions full time and part-time. We are looking for individuals to come join our wings team. We offer

flexible schedules. Drivers must have their own vehicles and insurance. Make up to +\$16/hr. Come down and apply at our location, 972 Kempton St New Bedford, MA 02740. Thank you! – WONB Management

License:

- Driver's License (Required)

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

Real Estate Jobs – Advantage School of Real Estate

Kick Start your 2019 with a Career change!

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

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

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

Once your education is complete, they will provide you with a "Candidate Handbook" which will contain verification of your completed education and information to make an appointment to take the salesperson examination with the Board's test administrator. All information to take the examination will be

contained in the Candidate Handbook. Upon passing the examination you will be licensed at the test center.

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

Click [here](#) to get started!

Session #1

Class #1

Saturday, January 12, 2019

8:00am-3:00pm

Class #2

Sunday, January 13, 2019

8:00am-3:00pm

Class #3

Saturday, January 19, 2019

8:00am-2:30pm

Class #4

Sunday, January 20, 2019

8:00am-2:30pm

Class #5

Sunday, January 26, 2019

8:00am-2:30pm

Class #6

Sunday, January 27, 2019

8:00am-2:30pm

Session #2

Class #1

Saturday, March 30, 2019

8:00am-3:00pm

Class #2

Sunday, March 31, 2019

8:00am-3:00pm

Class #3

Saturday, April 6, 2019

8:00am-2:30pm

Class #4

Sunday, April 7, 2019

8:00am-2:30pm

Class #5

Sunday, April 13, 2019

8:00am-2:30pm

Class #6

Sunday, April 14, 2019

8:00am-2:30pm

[Advantage School of Real Estate](#)

657 Quarry Street, Suite 30c

Fall River, MA 02723

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

Telephone: 508-686-1997

Follow them on [Facebook](#).

ADVANTAGE

School Of Real Estate

Delivery Driver's Helper/Product Assembler – Worleybeds Factory Outlet

Full-Time, \$12 – \$14 an hour/em>

—APPLY IN PERSON—

Worleybeds Factory Outlet

197 Popes Island

New Bedford, Ma. 02740

Job Description:

The Drivers Helper is responsible for helping the delivery truck driver with navigation, moving products, setting up and completing furniture deliveries. As this is a dual role position a Product Assembler is responsible for picking and assembling bedding components. We then manufacture them into value added components or finished products. Training will be provided however experience with hand/pneumatic tools is preferred.

Hours for the Driver's Helper position: Tuesday – Saturday
9:00 – 5:30.

Starting pay:

- \$12hr.

Responsibilities for the Driver's Helper:

-Assist the with making deliveries

- Complete and prepare the necessary paperwork
- Assist in navigation to client locations for pick up and deliveries
- Assist in loading/unloading activities
- Completing any other tasks as necessary
- Using appropriate tools for unloading merchandise, such as dolly

The qualified candidate must have the following:

- High school education or equivalent
- Must be able to lift, solely and safely, materials up to 110lbs
- Must successfully pass physical, strength test, drug test and CORI background check
- Must have strong customer relations and communication skills

This is a great opportunity to grow within a company. If you're ready to make a difference in your career, we are interested in speaking with you!

Apply in person @: Worleybeds Factory Outlet 197 Pope's Island
New Bedford, Ma

Experience:

- Hand Tools and Pneumatic Tools: 1 year (Preferred)
- Delivery: 1 year (Preferred)
- Furniture Assembly: 1 year (Preferred)

Education:

- High school or equivalent (Required)

Work authorization:

- United States (Required)

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

Production Worker – ATI

Creating Long-Term Value Thru Relentless Innovation®

ATI is a global manufacturer of technically advanced specialty materials and complex components. Our products support diverse markets and industries such as aerospace and defense, oil & gas, electrical energy, medical, automotive, and other industrial markets.

We are currently seeking Production Workers for our facility in New Bedford, MA.

Job responsibilities include operating equipment and performing tasks such as operating labor, general labor and light mobile equipment operation as required to support and maintain plant operations. This position also supports and assists in maintenance activities.

Allegheny Technologies Incorporated and its subsidiary companies will provide equal employment opportunities to all applicants without regard to applicant's race, color, religion, sex, gender, genetic information, national origin, age, veteran status, disability status, or any other status protected by federal or state law. The company will provide reasonable accommodations to allow an applicant to participate in the hiring process if so requested.

- High School Diploma or equivalent and two (2) years of industrial or related experience or have an Associate Degree in electrical or mechanical related curriculum
- Possess a valid driver's license
- Willing to operate and/or maintain a variety of operating units. Work shifts, weekends, and overtime in a heavy industrial environment
- Demonstrated ability to work safely as a team member
- Applicants must pass written tests to verify reading & math skills and electrical & mechanical aptitude

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

Cashier – West Marine (Fairhaven)

As a cashier, you are the first person a Customer sees as they walk through the door and the last person they work with when they leave. You fully understand and appreciate that West Marine exists to provide excellent Customer service and expert product knowledge. Our Customers come to us to fulfill a need, complete a project on their boat, or gather items for a great day on the water. You and your team are key to ensuring they leave with the right products to make that happen. Each interaction with a West Marine Customer is an opportunity for you to exceed expectations and ensure they remain a loyal Customer.

Qualifications:

Keen interest in providing great Customer interactions while sharing knowledge and passion about our products.

Ability to process a wide variety of transactions to help Customers seamlessly complete their purchases.

Strong communication skills, comfortable in small groups and in individual interactions to solve problems.

Proficient in selling products and services.

Available to work a flexible schedule based on business needs, including nights, weekends and some holidays.

Why West Marine?

We take care of our Customers, we take care of each other and we value our local communities. These founding principles were just as important to our mission statement 50 years ago when we began, as they are today. We are enthusiastic about serving boaters where they live, where they boat, and in our local communities.

We offer competitive benefits, including:

- Healthcare coverage for full-time Associates
- Generous merchandise discounts
- Paid time off
- Growth and development opportunities

Our goal is to be the best boating supply company in the

country and we do this by living our values. Our values are built around superior Customer service, being trustworthy, transparent, supportive, and collaborative. Come join our team!

Requirements

- Ability to be mobile on the sales floor for extended periods of time.
- Actively participate and collaborate with other Associates to achieve business goals.
- Has a passion for boating or for life on and around the water.
- Ability to lift and mobilize items weighing 40 pounds to shoulder height, unassisted.

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

Host, Dishwasher, Carside – Applebee's (Dartmouth)

Fun. Flexibility. Growth. Are you looking for a fun and exciting environment, flexible work schedule, or an opportunity for growth? Blending all of these together is the difference between a good job and a great career. At Applebee's® you will discover a balance between work life and personal life, as well amazing benefits for your health, future, family and happiness.

As an Applebee's® Host, you will greet our guest at the door with a warm welcome and a smile. You will assist in maintaining the overall guest flow of the restaurant, you will work hard, but have a great time doing it!

You must be at least 17 – 18 years old (per state law), be able to effectively communicate with others, and committed to making an impact.

We offer flexible work schedules, healthcare benefits, meal discounts, and a great career path.

Applebee's
500 State Road
North Dartmouth, MA – 02747

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

Overnight Stock Clerk – BJ's Wholesale Club, Inc. (Dartmouth)

BJ's Wholesale Club was the first retailer to introduce the warehouse club concept in the northeastern United States. Today, we're a multibillion dollar operation with more than 200 clubs in 16 states from Maine to Florida.

While our Members know us for helping them save up to 25% off grocery prices every day, our Team Members love us for providing a supportive and engaging workplace that's committed to developing great talent.

If you're a motivated and enthusiastic person who enjoys working collaboratively and is committed to providing great service for our Members, we want to hear from you. BJ's offers a fast-paced, team environment with great training opportunities and competitive salary and benefits packages to help you succeed.

Food Stock Clerks are responsible for replenishing, rotating and displaying merchandise as assigned and ensures that correct signage. Additional responsibilities include but not limited to:

General housekeeping duties such as keeping shelves and floors free of cardboard and trash

Requirements:

- Strong organizational skills
- Previous grocery experience preferred

Physical Requirements:

- Lifting and bending
- Working the overnight shift

- Pallet jack operation

Minimum Age Requirements:

- Must be at least 18 years of age.

BJ's Wholesale Club is committed to a policy of equal employment opportunity for all qualified team members and applicants for employment without regard to race, religion, color, sex, sexual orientation, age, ancestry, national origin, physical and/or mental disability, genetic information, atypical cellular or blood trait, marital and/or familial status, pregnancy, gender identity and expression, military or veteran status, or any other characteristics protected by applicable law.

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

**Customer Service Representative – Bush Quality Cleaners
(Dartmouth)**

Full-time