

The South Coast Hot Jobs List – 25 August, 2016



by
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The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

To solve this, each week New Bedford Guide will pull jobs from our **jobs database** to inform job seekers about the hottest jobs in the area.

We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents article**.



Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of August 25, 2016.

01. Intake Associate – Child & Family Services (New Bedford)

Provide accurate information regarding clinic policy, procedures and treatment options when inquiries are made by potential new clients and community resources and services providers, act as the immediate liaison between all clients, clinic visitors and clinic staff, print daily schedule and verify private insurance, maintain accurate information on all clients in the clinic in the database, including demographics, history or service and insurance data, in addition to treatment status, assist clients with accessing transportation, cab vouchers, Medicaid Coaches, etc., collect co-payment from clients as well as outstanding accounts. For full job details and application process **here**.

02. Order Processor – Ahead, LLC (New Bedford)

The Order Processor is responsible for the accurate and timely entering, tracking and invoicing of orders and entering and modifying customer information. This position is also responsible for preparing shipping and packing slips, processing change orders and generating tickets to ensure quality and on-time delivery. The Order Processor must be extremely detail-oriented and must be able to multi-task. Full details and application process: [here](#).

03. Part Time Porter – Toyota of Dartmouth (Dartmouth)

Looking for a Porter/Service Valet/Greeter part time. Must have valid driver's license and clean driving record. Tasks include but not limited to greeting service customers in service bay, driving service shuttle when needed and parking and retrieving serviced vehicles. Background check and drug test will be performed. For full job details and application process: [here](#).

04. Bra Fitting Specialist – Victoria's Secret (North Dartmouth)

The Bra Fitting Specialist is an expert in bra product and fit – able to diagnose fit issues, sell bra wardrobes and deliver emotionally engaging customer experiences that ultimately grow total bra sales. The Bra Fitting Specialist promotes an 'I am Best at Bras' culture by inspiring, supporting and mentoring peers. For full job details and application process [here](#).

05. School Safety Staff – New Bedford Public Schools (New Bedford)

Provides a safe and secure environment for learning, patrols interior points of entrance/exit, passageways, common areas including restrooms, instructional areas, gymnasium, auditorium, cafeteria and assembly areas as assigned, ensures appropriate pedestrian traffic patterns and flow along interior passageways and exterior walkways, monitors motor vehicle traffic issues around assigned facility, including but not limited to vehicle-free zones/building proximity, parking

areas and speed, provides directions as needed as well as information regarding visitation policies and protocols to all authorized vendors and/or external contractors. Full details and application process [here](#).

06. Off Hours Stock Crew – Toys and Babies R Us (North Dartmouth)

The Off Hour Stock Clerk is responsible for maintaining a well-stocked appearance in the store which helps ensure the best customer experience is achieved. This individual will work closely with the Store Management team to ensure company standards are met during the stocking process. The hours for this shift are commonly early morning, however in certain locations or during holiday seasons, overnight shifts may be available. For full job details and application process [here](#).

07. Metalizer – Morgan Advanced Materials (New Bedford)

Perform basic metalizing task, such as screen printing, hand-painting, injecting, scribing, collercoating, dabbing, dip & spray, etc., applies various metallizing inks and/or liquid resists to parts using hand-held paint brushes to a wide range of parts, with the aid of a microscope at times, precision coats within scribed lines, scribes tolerance lines on ceramic parts using hand-held scribes, mounts parts in chuck of power-drive spindle and operates same to apply uniform coating with various inks, makes small adjustments to ink viscosity. Full job description can be found: [here](#).

08. Servers, Kitchen staff – Bittersweet Farm Restaurant & Tavern (Westport)

We are searching for energetic, responsible, dependable, hard working individuals to join the leading hospitality company on the South Coast, positions require nights, weekends, and holidays, must have flexible availability. For full job details and application process [here](#).

09. Administrative Assistant/Receptionist – Crystal Ice Co., Inc (New Bedford)

DO NOT CALL THE OFFICE REGARDING OPEN POSITION Small local business looking for a office administrative assistant/receptionist, Basic Office Support, Filing & Scanning both paper & digital, Internet Research, Answering Phones using a multi-line system, Directing Calls, Taking Messages, Dispatching drivers for local deliveries, Basic Bookkeeping, Assist with Special Projects, Craigslist, Ebay, & Paypal knowledge needed. We sell equipment on these websites monthly. For full job details and application process **here**.

10. Driver – modern food brands (East Freetown)

Wanted delivery driver for food service company: clean driving record required, experience preferred but not necessary , hours may vary including mostly early mornings .. looking for self motivated individual with excellent customer service skills. Must have great communication skills and work well in a team environment. Full details and application process **here**.

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