

The South Coast Hot Jobs List

– July 01, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of July 1, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Administrative Assistant – Motion Industries

Job Description:

An ISO administrator ensures that the company is in compliance with relevant ISO standards and guidelines related to quality management, social and environmental responsibility and risk management. The ISO administrator develops, reviews and maintains a company's ISO management system and the documents needed. An ISO administrator manages workplace safety, performs quality control inspections and audits internal and external systems. The ISO administrator communicates to department leaders so that they can support the company's goals and objectives. The ISO administrator reports key quality metrics related to business performance, as well as quality investigation findings, to ISO Manager.

Responsibilities Include:

- Assisting with ensuring that processes needed for the Quality Management System (QMS) for ISO are established implemented and maintained.
- Working with internal team members, external customers, and suppliers to determine the requirements as they relate to each situation. Person will be expected to perform this task, keep the information up to date, and ensure effective communication between the parties.
- Assist in establishing and continual improvement of the quality management system and processes. Ensure that the

process flow mapping for the corporate processes are documented and updated as needed

- Manage the risks and opportunities for quality.
- Capture metrics and provide reports on the quality performance including any need for improvement.
- Responsibility and authority for the Quality Management System (QMS) – including collaboration with and reporting to the leadership team, reporting, and auditing duties.
- Ensure the promotion of awareness of quality requirements throughout the organization.
- Create training material, monitor progress, and ensure general understanding of the quality requirements.
- Provide internal audit and ongoing assessment for ISO compliance.
- Publish audit schedule.
- Update/create audit templates for audit of specific process areas/projects.
- Provide monthly audit report.
- Track and monitor audit compliance activities.
- Ability to work independently, work collaboratively with team, manage implementation schedule, work to resolve issues and escalate issues before an issue becomes a problem

Qualifications:

- Good customer service and communication skills
- Reliable, organized, detailed, and focused
- Ability to multitask and manage time well
- High School Diploma or equivalent

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

Code Enforcement Inspector – New Bedford Health Department

PAY: \$15.80hr – \$21.52hr

Minimizes environmental health and sanitation problems, and continues to decrease the rodent and vermin population within

the community by law enforcement and education. Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with State Sanitary Codes and numerous other State and local regulations.

Issues Violation Notices to achieve compliance with health codes. Initiates litigation against parties who fail to comply with departmental notices. Assists with performing inspections of eating and drinking establishments or dwellings used for human habitation to ensure compliance with laws and regulations. When assigned, may perform other duties pertaining to inspection or investigation of environmental health issues related to protection, analytical analyses, outreach and education.

Graduation from high school or GED equivalent. Must possess good verbal and written communication skills. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. 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 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

Customer Service Representative – Amica Insurance Company (Raynham)

\$17.67 an hour

Are you looking for a job in a growing industry with new products, new markets and new technology? Our office located in Raynham, MA is seeking an Associate Account Representative with a starting salary of \$34,447 (\$17.67/hour). The 37.5 hour schedule is Monday through Friday, 8:45 a.m. to 5 p.m. and there is potential to work holidays and a few Saturdays per

year.

This position involves telephone contact to sell policies and service existing accounts. Candidates should have previous sales and service experience, a professional telephone manner, and the ability to work well with others. Must be able to pass state insurance license exam and meet continuing education requirements.

The position requires excellent interpersonal and communication skills, computer keyboard skills (35 wpm), and computer processing. Previous insurance background is a plus, but not required. Comprehensive training is provided.

With locations across the country, Amica Mutual Insurance Company offers opportunities to join this dynamic field with a financially strong and respected insurance provider. Amica, based in Lincoln, RI, is a national writer of auto, home, marine and umbrella insurance. Amica Life Insurance Company, a wholly owned subsidiary, offers a full line of life insurance products.

We are recognized as a leader in customer service and credit this success to our 3,800 employees in 44 offices across the country. Our benefits package includes high-quality medical, dental and vision coverage, short-term and long-term disability insurance and more.

Equal Opportunity Policy: All qualified applicants who are authorized to work in the United States will receive consideration for employment without regard to race, religion, sex, color, national origin, ethnicity, age, genetic information, disability or sexual orientation. The Age Discrimination in Employment Act prohibits discrimination on the basis of age with respect to individuals who are 40 years of age or older. Employees are subject to the provisions of the Workers' Compensation Act.

Interested in applying? See full details and how to apply

here.

Multiple Position – SERVPRO of Dartmouth/New Bedford

SERVPRO® of Dartmouth/New Bedford is looking to hire immediately for the following positions-

Crew Chief

SERVPRO® of Dartmouth/New Bedford is seeking someone who is comfortable being a team leader, working hard in challenging situations, enjoys meeting new people, has excellent communication skills, enjoys supervising others and is a serious multi-tasker. If you are self-motivated, highly dependable and have superb interpersonal skills, then you'll thrive in this work environment.

Sales & Marketing Representative

SERVPRO® of Dartmouth/New Bedford is seeking a Sales & Marketing Representative. In this position, you will be out and about making a difference each and every day. If you're outgoing, comfortable meeting new people, have excellent communication skills and self-motivated then you just may be the perfect candidate for this position!

Production Technician

SERVPRO® of Dartmouth/New Bedford is seeking individuals who have a great attitude and the ability to work efficiently in high demand situations. If you're dependable, a people person, energetic, and also a strong hard worker with a get-up-and-go -attitude we want to speak with you. You are encouraged to apply especially if you have experience in general labor, construction, carpet cleaning, or the restoration field.

All jobs are full time and pay is commensurate with experience.

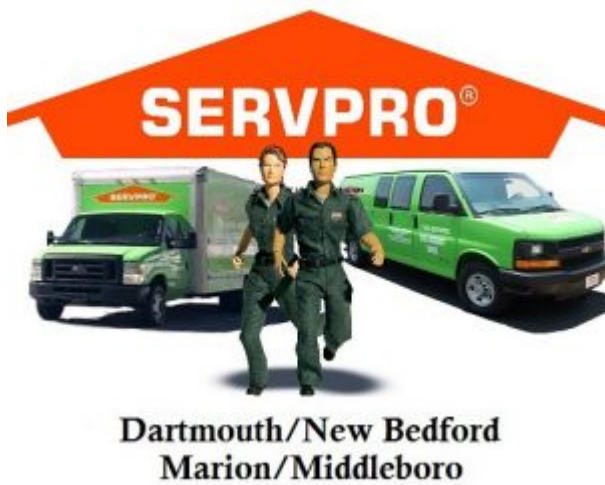
All jobs require a valid drivers license and you must complete a background check.

Interested? Call: 508-999-2380 to set up an interview or EMAIL

your Resume to: office@servprodartmouthnewbedford.com

Website: <http://www.servprodartmouthnewbedfordsouth.com/>

Facebook: <https://www.facebook.com/servprosouthcoastma/>



**EXPERIENCED FOREMAN – METAL FRAMERS, DRYWALL HANGERS, TAPERS –
New England's Top-Notch Drywall Company**

Job Type: Full-time

We are a large growing Drywall Construction Company with a great reputation looking to hire Experienced Foreman Metal Framers, Drywall Hangers and Tapers who are willing to work year-round.

Serious candidates only need to apply.

- The ideal candidate will have demonstrated prior construction experience.
- Must have 2 years' experience in Metal Framing, Drywall, Hanging or Taping.
- Attention to detail, excellent interpersonal skills and a focus on quality are a must.
- Must be Responsible, reliable and highly motivated to work.
- Must be able to pass Physical and Drug screening.
- Benefits: Top wages Great Benefit packages Safe working environment

Experience:

Metal Framing: 2 years

Interested in applying? See full details and how to apply here.

Entry Level Management, Human Resources & Union Representatives – Depina Agency American Income Life

Looking for Entry level management, human resources and union representatives.

NO EXPERIENCE NECESSARY. Full training is provided. Both entry-level and management positions available. **HIGHLY COMPENSATED.**

Details:

- Protecting the working class families in Rhode Island and Southeastern Massachusetts.
- We provide supplemental benefits protection, to the labor unions, credit union and association. We also protect their assets.
- We are an international company, licensed in every state including New Zealand, Canada and now parts of Ireland.
- We've been around since 1951.
- We want career minded individuals, who are willing to learn our systems to be able to duplicate the work. To be able to work unsupervised and be focused on executing objectives.

Applicants must be career driven and possess:

- Communication skills
- Professionalism
- Responsibility
- Adaptability
- Willingness to learn

* Backgrounds in Business and Customer Service are preferred, not required. BILINGUAL IS A +++

** Reliable (non-public) transportation is required

Seeking 10 immediate hires for our Leadership & Management Roles. To fill up our new office in New Bedford.

- 30 Day FAST TRACK Management available
- NO COLD CALLING/PROSPECTING
- Weekly Pay *Weekly Bonus Plan *LIFETIME RESIDUAL INCOME
- Vacation Packages & more
- Full Benefits – Life insurance/ Health insurance.

For immediate consideration please respond with resume and contact information. Send to edepinaail@gmail.com

Depina Agency
555 pleasant Street
New Bedford, Massachusetts
Phone: (774) 628-8961
Facebook: facebook.com/DepinaAIL

Environmental Enforcement Inspector – City of New Bedford

PAY: \$15.80hr – \$21.52hr

Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with all City, State and Federal requirements.

Assists with implementation of meter program, backflow prevention device testing and sewer deduct meter inspection program. Ensures customer compliance with City Ordinances, as well as any State and/or Federal regulations.

Issues Violation Notices to achieve compliance with regulations. Initiates litigation against parties who fail to comply with departmental notices.

Responsible for maintaining organized documentation and record keeping of Water Division programs. Assists with data management of Water Division, including but not limited to, digitization of existing records, distribution system

maintenance and repair records, and the City's data management program.

Graduation from high school or GED equivalent. Must possess excellent verbal and written communication skills. Possession of a Backflow Prevention Device Testing/Inspection license and proficiency in digital data management preferred. Possession of a valid Massachusetts driver's license and good driving record.

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. EE0

New Bedford has a residency requirement.

Select Banker Hybrid – Santander Bank(Fairhaven)

Description:

As a member of Santander's retail banking division you'll help serve Santander's retail and small business customers as part of one of the top banks in the United States based on deposits. With principal presence in the northeast U.S., Santander's retail division offers consumer and lending products to help our customers reach their financial goals. Santander currently serves nearly 2 million retail customers and 5.2% of the 2.7 million small businesses in the US footprint have a transactional account with Santander Bank.

The Select Banker-Hybrid is the single point of contact for the mass affluent customers of their assigned branch and is also integrated into the branch activities for 30% of their day. They are part of a team of experts that assist the customer with all their financial needs. The Select Banker-Hybrid delivers an exceptional level of customer service through proactive management of issues and requests and manages a portfolio of approximately 300 households.

Responsibilities:

- Ability to build and execute successful sales plans
- Acquire, grow and manage a profitable Branch portfolio of affluent client households (Total Investable Assets of \$350k+)
- Attain personal satisfaction by contributing to the achievement of client's personal financial goals
- Become the trusted advisor to clients, through consistency, credibility, and responsiveness
- Continually build knowledge and capabilities within the industry segment and stay current with competitive trends
- Contribute to profit, sales & product targets of Branch Manager by recommending appropriate products & services to portfolio of clients
- Convey the value of Santander Select with clients that may be eligible to build Select portfolio
- Demonstrated ability to successfully deepen and retain customer relationships, with proven sales historically
- Demonstrated knowledge of sophisticated financial services and products appropriate for high net worth clients
- Develop & deepen long term relationships with existing clients through proactive & regular contact in order to gain loyalty & deepen Share of Wallet
- Driven to resolve client issues to provide the highest levels of client satisfaction
- Excellent communication skills
- Expand and maintain relationships with internal business partners, to include, financial consultant, business banker & loan officer
- Expand number of relationships through referrals and provide referrals to other bank specialists
- Expand the size and quality of the Select client base through initiating new relationships and upgrading existing ones
- Expand the total book of balance by attracting better Share Of Wallet of targeted customer based sales approach, service options to access their accounts 24 hours a day/7 days a week
- Profile clients and identify their needs and offering them

the right solutions by leveraging partnerships with a team of specialists

- Provide timely customer service to clients by addressing and resolving issues/concerns and coordinating client service activities

Qualifications:

- Experience with high net worth customers preferred
- 3+ years of front-line banking experience required
- Knowledgeable of regulatory requirements to better ensure a sound control environment
- Bachelor's degree in Business or equivalent strongly preferred; High school degree, GED or foreign equivalent required
- Series 6 or Series 7. Series 63. Life and Health licenses required
- Experience with high net worth customers preferred

In compliance with the requirements outlined within the Compensation Requirements under the Truth-in-Lending Act (LO Comp Rule) effective January 1st 2014; Santander Bank will now perform a credit check as part of, and in addition to, the existing background check for all positions where one must perform job functions of a loan originator as defined by the LO Comp Rule

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

Inside Sales/Customer Service – North East Silicon Technologies

\$32,000 – \$40,000 a year

Job Summary:

- Candidates will work as the key communications link between customers, outside sales and manufacturing ensuring that all orders are successfully entered, scheduled and shipped.
- Opens customer accounts by recording account information.

- Maintain customer records by updating account information.
- Maintains product or service reports by collecting and analyzing customer information.
- Deal with the customers via emails, over the phone, or face to face
- Draft the necessary documents, letter or statements, as required
- Maintain records of interactions with the customers
- Work with internal departments to handle customer concerns, provide appropriate solutions and alternatives in a timely manner
- Keep records of customer interactions, process customer accounts and file documents
- Ability to multi-task, prioritize, and manage time effectively

Summary of essential job function:

- Assisting Sales department
- Keeping record of customer inventories, needs, concerns and activities.
- Assisting with orders from start to finish.
- Data entry.
- Follow up on customer activities.
- Track Purchase Order quantities and shipments, including consignment customers
- Communicate with production, or sub-suppliers, on status of various orders
- Completes supporting paperwork and data entry as required
- Accurately captures customer information
- Provide communications link from customer to the factory, including receipt of Purchase Orders and sending notices and other paperwork for shipment
- Assist in coordinating responses to customer inquiries using internal department resources (production, engineering, quality, accounting)

Compensation and benefits:

- Salary range \$32K-\$40K with 90 day review
- Company sponsored health insurance
- Company 401K matching
- 9 paid holidays
- 2 weeks of vacation

Minimum requirements:

- High school diploma or equivalent required (Prefer bachelor's degree or equivalent)
- Excellent verbal and written communication skills and telephone manner
- Familiarity with Windows, Outlook, and Microsoft Office
- Proficiency in administrative and documentation procedures
- Customer Service Experience Required
- Sales experience preferred

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

Store Team Member – CVS Health Retail (Fairhaven)

The Store Team Member position provides an opportunity, in a leading retail setting, to excel in a growing, high impact, customer focused role, working both independently and as a member of a team, to positively impact the lives of others.

Essential Functions:

- Providing differentiated customer service by anticipating customer needs, demonstrating compassion and care in all interactions, and actively identifying and resolving potential service issues
- Focusing on the customer by giving a warm and friendly greeting, maintaining eye contact and offering help locating additional items, when needed
- Accurately operating a cash register – handling cash, checks and credit card transactions with precision while following company policies and procedures
- Maintaining the sales floor by restocking shelves, checking

in vendors, updating pricing information and completing inventory management tasks as directed by store manager

- Supporting opening and closing store activities, when needed
- Providing customer support to all departments, including photo and beauty, ensuring departments are fully stocked and operational while remaining current with all updated services and tools
- Assisting pharmacy personnel when needed, including working regular shifts in the pharmacy as part of opportunities for growth and career development
- Embracing and advocating for new CVS services and loyalty programs that support our purpose of helping people on their path to better health

Qualifications:

- At least 16 years of age
- Remaining upright on the feet, particularly for sustained periods of time
- Lifting and exerting up to 35 lbs of force occasionally, up to 10 lbs of force frequently, and a negligible amount of force regularly to move objects to and from, including overhead lifting
- Visual Acuity – Having close visual acuity to perform activities such as: viewing a computer terminal, reading, visual inspection involving small parts/details
- Preferred previous experience in a retail or customer service setting

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

Admin Coordinator – New Bedford Parks, Recreation & Beaches

PAY: \$46,639 – \$58,303

Provides administrative support to the Department of Parks Recreation & Beaches; manages day-to-day duties in an efficient and timely manner; attends meetings; processes

accounts receivables, accounts payables and payroll for Department; performs technical and administrative duties as requested by supervisor.

Performs office administrative duties dealing with incoming and outgoing correspondence, mailings, phone calls, forms, requests, bills, permits and fees; ensures all correspondence is sent or received through follow-up procedures; applies corrective office policies to ensure maximum efficiency. Manages the special event process for the department. This includes collecting fees if applicable, estimating fees, scheduling events with organizers and monitoring events. Works with other City departments to make sure events are approved and in compliance with the requirements of this department and Park Board.

High school degree or GED equivalent. College degree preferred. Two years of administrative, professional or relevant experience. 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

Front Desk Receptionist – Specht Physical Therapy (Swansea)
\$13 an hour

Busy physical therapy office is looking for a receptionist to answer phones, greet patients, schedule appointments, collect co-pays etc. Must possess the ability and desire to provide the highest level of customer service to every one of our patients. Our practice has a reputation for providing the best physical therapy services in the area and we're looking for someone who brings their best to work every day. You will be

closing the office everyday so you need to be able to work independently. An upbeat attitude and excellent computer skills are required. Experience working in a medical office is preferred.

Hours: Monday: 9:00 AM – 7:45 PM, Tuesday: 1:00 PM – 7:45 PM, Wednesday: 11:00 AM – 6:00 PM, Thursday: 1:00 PM – 7:45 PM, Friday: 7:30 AM – 5:45 PM.

We need the office covered during the hours above. Please make sure you are available during those specific hours before applying. If you don't have experience working in a medical office, tell us why you want to work in a PT office. If you are "just looking for a job", we aren't going to be the right place for you. We are looking for someone who wants to grow as our business grows. This is an entry level position with pay starting at \$13/hour. If you're still reading...apply!!

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

Experienced Painters – Commercial Painting

Job Type: Full-time

Successful Painting Company with a great reputation is looking to hire Experienced Commercial Painters.

Requirements: The ideal candidate will have demonstrated prior Painting experience in a Commercial Industry. Attention to detail, excellent interpersonal skills and focus on quality is a must. Must be responsible, reliable and highly motivated to work. Must have 2 years' experience and must be able to pass Physical and Drug screening.

Benefits: Top wages Great Benefit packages Safe working environment

Experience:

Painting: 1 year

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

Call Center – Brahmin Leather (Fairhaven)

Summary of Position:

Brahmin Leather Works is seeking a Customer Service Representative in our Call Center. This position is responsible for providing a positive customer experience to Brahmin customers over the phone and/or interaction through our website.

Major Functions:

- Answer inbound calls to the Call Center and assist customers with specific inquiries
- Process phone orders and requests for catalogs, mailers etc.
- Process customer Return Authorizations, complete requests for repair forms, assist with navigation of the Brahmin website, complete handbag registrations, package tracking and all pertinent order information
- Build customer's interest in our handbag line, suggest and inform customers of adjunct product, new lines, availability, add on items and leather care products
- Provide personalized customer service of the highest level
- Perform administrative functions as necessary

Minimum Qualifications:

High School diploma required. Display proper telephone etiquette with a pleasant and friendly demeanor. Ability to manage difficult customer situations, to respond promptly to the needs of the customer, solicit feedback to improve service, respond to requests for service/assistance. Basic computer knowledge/technological skills- using search tools, browsers and also email features; attaching files to correspondence, utilizing tracking and management features, internal product availability look-up and order entry forms.

Good verbal and written communication skills, ability to create grammatically correct written responses without any spelling errors.

Send your resume for immediate consideration!

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

Admin Asst DYS – Eliot Community Human Services

\$13.20 an hour

Responsibilities:

- Develop and maintain complete and up to date on-site personnel files.
- Ensure timely completion and submission of accurate time sheets, weekly payroll and signed records.
- Ensure all paperwork is forwarded to appropriate personnel/departments at the main office.
- Maintain mail, phone messages, fax and e-mail capacity for staff.
- Attend staff meetings and take meeting minutes.
- Oversee vehicle maintenance and mileage forms.
- Keep inventory of all supplies on hand and order supplies as needed/requested.
- Maintain files for all systems including billing and utilization.
- Provide all forms needed by staff.
- Pick up and deliver mail.
- Complete and process hiring packets and employment status changes.

Schedule Monday – Friday 10-2p

Requirements:

Requires a high school diploma and a minimum of two years secretarial experience or business school and a minimum of one year secretarial experience. Computer literacy and experience

working with Microsoft office, data entry and billing systems. Ability to type a minimum of 60 wpm with a high degree of accuracy. Must have solid organizational skills. Ability to consistently meet all necessary background and credentialing requirements. Must be at least twenty-one (21) years old and possess a valid driver's license and reliable transportation to and from work.

Eliot Community Human Services offers a great benefits package that includes a competitive salary, 3 weeks vacation, 12 sick days and 11 holidays. Eliot pays 75% of health and dental insurance and 100% of Life, AD&D, Short and Long Term Disability insurance for full time employees. We also offer 401(k) retirement plan, Dependent Care plan, EAP, credit union, free college savings tuition program and other voluntary benefits. The agency also has our own in house training program which provides CEU's.

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

New Directions Southcoast 2018 Summer Jobs Application

New Directions Southcoast Inc. is announcing that starting Tuesday, February 20, 2018 summer job applications will be available to New Bedford youth age 14-21 from 2:00PM-4:00PM at the New Directions Youth Annex, 5 Dover St., 2nd floor, downtown New Bedford. Summer applications will be available in hard copy only at the Youth Annex, Monday-Friday from 2:00PM-4:00PM from February 20-March 9. Youth must be at least age 14 to pick up an application. Applications will not be distributed after March 9, 2018.

All youth are required to be present to receive an application, attend scheduled appointments, return completed application and supportive documents and meet eligibility requirements to be considered for this youth program.

Recruitment for the "Winter Jobs" program for out-of-school youth is ongoing and youth age 17-24 who are not attending High School may pick up an application at the Youth Annex Monday-Friday from 10:00AM-2:00PM. The Winter Jobs program offers free pre-employment training and a four week paid work experience with potential for permanent employment.

New Directions is the Career Center operator for the Greater New Bedford Workforce Investment Board and the administrator of Title 1 Workforce Innovation and Opportunity Act for adults and Youth Works summer jobs programs for youth. New Directions provides employment and training services to eligible youth ages 14-24 living in the Greater New Bedford area. State funding for summer jobs is funded by YouthWorks, through the Commonwealth of Massachusetts, Executive Office of Labor and Workforce Development. The YouthWorks program is administered by the Commonwealth Corporation. For more information, please contact the New Directions Youth Annex, (508) 979-1700 or on Facebook at Greater New Bedford Youth Annex (New Directions).

Data Entry Specialist – StoneTek Imports, Inc.

Countertop manufacturing company seeking for Data entry Specialist. Duties includes assist production coordinator with data daily entering of high volume material, using currently defined data management software. Data entry skills preferred but the right candidate could be trained.

Must have:

- Excellent typing skills
- Excellent computer skills.
- Proficiency in excel
- Must provide support and information to co-workers.
- Must be able to collect, review and update material information into software.
- Enter list of material, alphabetic and numeric into company software.
- Must be detail oriented.

- Must have good organization skills.
- Must know how to work with tape measure.
- Must be able to stand / walk for long period of time.
- Must perform related duties as assigned.
- Must be able to work as a team or individually.

Interested in applying? See full details and how to apply here.

Administrative Manager – City of New Bedford

PAY: \$53,476 – \$66,850

Performs complex administrative, technical, and supervisory duties. Implements, assists, and supports the department with administrative systems and procedures. Provides support directly to supervisor when assigned and serves as the liaison between lower and upper level staff. Responsible for the completion of varying duties including financial reports, correspondence, and other operational office procedures. Prepares and manages weekly, monthly, and yearly administrative financial matters as necessary. Tracks ongoing financial performance and prepares administrative financial reports and documentation in support of ongoing projects.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Three years of administrative, professional, or supervisory work or experience in a closely related field. Massachusetts Certified Public Procurement Official (MCPPO) certification preferred within the first year of employment. 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](#).

Accounts Payable Clerk Full Time – Vibra Healthcare

Come grow with Vibra Healthcare, where we manage from the bedside up every day. Join a strong, knowledgeable company that values each employee as an individual. Our expanding organization wants compassionate healthcare professionals like you to help us get our patients back to better.

Vibra Hospital of Southeastern Massachusetts is a 90-bed acute care hospital located in historic New Bedford, MA, on the Freetown border. Conveniently located off of Route 140 and easily commutable from the Boston area as well as Rhode Island, our hospital offers comprehensive, specialized clinical programs, including pulmonary rehabilitation, stroke rehabilitation and neurobehavioral programs for individuals requiring long-term rehabilitation services. As a smaller, specialized hospital, we offer an opportunity to work in a fast-paced and friendly work environment where you really get to know your patients and their families.

Vibra Hospital of Southeastern Massachusetts is seeking a Full Time Accounts Payable Clerk to join our team!

Responsible for processing all hospital invoices, check requests and other payable-related information for submission to hospital administration for approval and Corporate for payment. Prepares month-end accruals as well as monthly sales and use tax summaries.

Qualifications:

- High school diploma or equivalent required.
- Minimum two (2) years of accounting related experience required.

Additional Qualifications/Skills:

- Healthcare or hospital Accounts Payable experience preferred.
- Ability to work under pressure and meet monthly deadlines.
- Ability to project a professional image.
- Knowledge of regulatory standards and compliance requirements.
- Strong organizational, prioritizing and analytical skills.
- Ability to make independent decisions when circumstances warrant.
- Working knowledge of computer and software applications used in job functions.
- Freedom from illegal use of and effects of use of drugs and alcohol in the workplace.

Our recruitment team wants to get to know you. Share your passion! Please complete our online application and submit your resume for immediate consideration. Thank you for taking the time to consider a career opportunity with our hospital.

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

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned

properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations.

At least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

Water Treatment Plant Operator – City of New Bedford

PAY: \$23.00hr

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of treatment facilities and systems.

Adjusts equipment, as indicated, to regulate the flow of water and control the amount of treatment chemicals added; must assist with maintenance programs throughout the treatment plant, watershed and distribution system.

Accurately records plant data and makes associated computations as necessary, as well as maintains operation logs; maintains optimum process control via sampling, laboratory testing, and machinery and equipment inspections and adjustments.

Adheres to specific weekly schedule of responsibilities including chemical and preventative maintenance; assume responsibility of handling chemicals in a safe and efficient manner.

Exhibits good attitude expected of employees in a health-related field; assumes responsibility for maintaining the plant in a clean and orderly fashion.

Must assume responsibility for plant operations when on duty.

Graduation from high school or GED equivalent, supplemented by four years' experience as an attendant of a water/wastewater facility required. Possession of a Grade III Drinking Water Operator license. Possession of a valid Massachusetts driver's license with good driving record. Must have a telephone and own transportation. This employee is subject to twenty-four hour call.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

Director of Facilities & Fleet – City of New Bedford

PAY: \$88,642 – \$110,811

* Directs and administers all activities of the Facilities and Fleet Management Department.

* Oversees maintenance and capital needs of City buildings and

fleet.

- * Delegates various responsibilities to capable and competent subordinates that will ensure a positive outcome.

- * Manages the budget using responsible and sound fiscal practices.

- * Makes decisions regarding City owned assets in the best interest of the stakeholders while protecting assets and their value

within the limits of the budget.

- * Monitors all leases of City owned property, unless under the custody and control of another department. Ensures that all lease conditions are being met.

- * Allocates resources to satisfy the maintenance and capital needs of approximately 90 City buildings.

- * Investigates advanced methods and technologies of accomplishing tasks that will result in greater efficiency.

Technical Degree in engineering, building trades, public administration, facility management, or a related field. 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

Water System Maintenance Worker – City of New Bedford

PAY: \$13.99hr – \$18.51hr

RESPONSIBILITIES:

Taps water mains 4" to 48" in size with a small taping machine from $\frac{3}{4}$ " to 2"; repairs hydrants, gate valves. Performs other work in connection with the maintenance, construction, and repairs of the distribution, collection (and Highway System.)

Installs water meters, operates gate valves, and service shutoffs. Capable of reading service cards, gate and hydrant location books and plans. Performs semi-skilled manual work in the construction, operation and maintenance of distribution and collection systems, including work on reservoirs treatment plants, pump stations and water gates. Cuts, lays and caulks water pipes using machine or hand tools forcing sealing compound into joints to make them watertight; pumps water from trenches; digs, braces and backfills excavations for the purpose of locating pipe leaks or preparing areas for laying pipes. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment.

DESIRED MINIMUM QUALIFICATIONS:

- * Education and Experience: Graduation from a high school or GED equivalent preferred.
- * Requires one year of prior experience.
- * Necessary Knowledge, Skills and Abilities: Must be able to work with hydrants, water gates,
- * valves and collection system related equipment

SPECIAL REQUIREMENTS:

Must possess a valid Massachusetts driver's license with a good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Subject to call seven days a week/twenty four hours a day for emergency work. This position is deemed essential personnel and must report for duty during emergency situations.

TOOLS AND EQUIPMENT USED:

Performs semi-skilled manual work using taping machines; various digging devices.

PHYSICAL DEMANDS:

- * The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; walking, standing, climbing, and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.

* Operation of equipment that causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

WORK ENVIRONMENT:

Works outdoors in all types of situations and weather conditions. Works with water and sewage.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Diesel Engine Repairman – City of New Bedford

PAY: \$15.42hr – \$23.00hr

Performs various types of skilled repairs on all types of diesel equipment in use by the City to determine repair costs, maintenance work in the area of electrical, fuel, ejectors,

and ignition problems. Disassembles, overhauls, removes and replaces all types of engines. Assembles and disassembles transmissions. Knowledge of various hydraulic systems, clutch replacements and components. Performs track replacements and various components, brake jobs, and other miscellaneous maintenance tasks requested. Works on emergency vehicles. Performs all preventative maintenance and any related work. Ability to write detailed reports and estimate repair costs.

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license. Possession of Class B CDL or the ability to obtain one within six months of hire. 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. EEO New Bedford has a residency requirement.

City Planner – City of New Bedford

PAY: \$82,843 – \$103,562

Manage and supervise planning operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed. Provide professional planning and land use advice to supervisors and other officials; make private and public presentations to supervisors, boards, commissions, civic groups and the public. Review all building permits and Certificates of Occupancy;

draft and review updates and revisions to the Zoning Code of Ordinances; work with developers and applicants to ensure efficient permitting process and quality process.

Master's Degree in planning or a closely related discipline. At least five years of experience in municipal planning or a closely related field. Any equivalent combination of education and experience. 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 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.

Building Custodian – City of New Bedford

PAY: \$13.71hr-\$18.04hr

Provides custodial and minor maintenance functions for municipal buildings. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure heating and ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, and heating, lighting, ventilation, and plumbing systems; performs related work in all assigned areas as required. Moves and sets up furniture and equipment.

Possession of a 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 more information please visit: www.newbedford-ma.gov.

Dispatcher – New Bedford Police Department

PAY: \$17.91hr – \$21.52hr

Answers telephone calls promptly and courteously, and expeditiously routes calls to their proper destination. Immediately dispatches patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment as may be needed to handle all complaints and requests for assistance.

Monitors the status of all units displayed on the CAD (Computer Aided Dispatching) status screens to determine their availability to respond to calls for service and is always aware of assignments of all units. Immediately notifies appropriate authority regarding any unusual occurrence or situation that may adversely affect the delivery of emergency services or any services required of the dispatch center.

Thoroughly familiar with all the various pieces of equipment within the Communications Unit and immediately initiates action when they need repairs. Exercises care in the operation of the unit and the use of all equipment, supplies and utilities. Acquires and/or maintains such computer skills necessary for the proper performance of dispatch and record keeping duties. Conducts testing of emergency systems and makes minor repairs as training allows.

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures,

rules, regulations and laws.

High school graduate or GED equivalent. One to three years' experience in general office procedures, dealing with the public, computer knowledge and public safety preferred. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must pass an in-depth police background check. Ability to handle highly confidential and sensitive information with discretion and good judgment.

For more information, please visit:
<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

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

New Bedford has a residency requirement.

Sr Systems Analyst – New Bedford Police

PAY: \$73,731 – \$92,170

Manages all Police computer network, servers and equipment; installs and maintains department computers, printers, servers, cameras and radio equipment. Monitors and troubleshoot end user problems with software, hardware and network. Maintains a variety of Microsoft based databases and data in department storage.

Performs ongoing review of existing systems' software and hardware, and researches and quotes new software, hardware and

equipment to serve the needs of the department.

Oversees upgrades to 911 systems. Oversees and develops camera and video surveillance technology and analysis of emerging technology.

Investigates and resolves computer software problems of users; talks to users to learn procedures followed and source of error; answers questions, applying knowledge of computer software and procedures; researches problem and finds solution.

May be required to work nights and weekends as needed to complete project tasks or handle emergencies as they arise.

Bachelor's Degree in computer science or a related discipline. At least three years of experience in computer science, computer programming, software or related work experience. Any equivalent combination of education and experience.

Considerable knowledge of local area networks, Windows Server 2008, SQL Server 2005 & higher, vmware Virtualization, Active Directory, PowerShell, TCP/IP, SMTP, SNMP, DNS, DHCP, HTTP, FTP, Cloud Computing, Exchange 2010, SAN Storage, McAfee virus, Tyler Technologies, IMC Software, MUNIS Software and in surveillance camera technologies.

For application/complete job description, please visit www.newbedford-ma.gov or email the Personnel Dept. at personnel@newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

Enforces parking regulations and restrictions. Receives daily assignments, which determine assigned area of

responsibilities. Obtains information from the supervisor, or designee, requiring special attention. Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific violations. Possession of valid Massachusetts driver's license with a 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

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](#).

Seasonal Building Custodian – City of New Bedford

PAY: \$13.71/hr.

Provides custodial and minor maintenance functions for municipal buildings. Performs custodial duties. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, lighting, ventilation and plumbing systems. Operates pick-up trucks, dump trucks, and panel trucks with a rated capacity of three tons or under, and passenger automobiles. Operates power equipment or tools utilized by the department including, but not limited to, lawnmowers, weed whackers, leaf blowers, litter vacuums, hedge clippers, power pruners. Performs related work in all assigned areas as required. Moves and sets up furniture and equipment. Must be available on weekends.

High school graduate or GED equivalent preferred. 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. EE0

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

Signal Maintainer – City of New Bedford

PAY: \$15.80 – \$21.52hr

Installs, operates, repairs and maintains Municipal Signal Systems. This includes fire alarm and traffic signaling systems. May also assist and work closely with a Massachusetts registered Journeyman or Master electrician in performing electrical installations and repairs made in accordance with the National Electrical Code.

Trouble-shoots grounded, shorted and open circuits. Inspects, tests and repairs municipally connected master and street boxes. Repairs and replaces underground conduits, cables, aerial cables and wires. Transfers fire alarm cables and equipment from old to new utility poles. Repairs or replaces boxes, bells, registers, switches, relays, lights, switchboards, sirens, circuits and cables. May also perform maintenance of traffic signals and circuits. Trims and clears tree branches from aerial cables and wires.

Requires two years of paid experience. Graduation from a recognized vocational high school with a major in electrical shop may be substituted for the two years of experience. Must possess a 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

Management Analyst – New Bedford Police

PAY: \$58,957 – \$73,703

Performs technical, analytical and administrative duties related to crime and criminal intelligence. Researches, collects and analyzes data to identify and formulate conclusions about crime trends; assists in the development of proactive strategies and methods for the preventions and suppression of criminal activities.

Prepares summaries of crime statistics and reports on projections of long-term changes and crime trends, and assists with the developments.

Collects, analyzes and disseminates statistics; uses information gathered to assist in planning the development of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns and trends among different offenses to assist in identifying suspects and predicting criminal activity.

Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or trends and the mode of operation and potential suspects, then prepares analytical and statistical reports, charts, graphs, maps, bulletins and other written reports.

Develops and maintains data bases relative to criminal activity that is easily accessed; audits and maintains crime analysis data. Applies all concepts of criminal, intelligence, analytical and administrative analysis to the concepts of

problem-oriented policing and Intelligence-led policing.

Bachelor's degree in criminology, criminal science, criminal psychology, GIS, criminal justice or related field preferred, and at least two years of experience as a crime analyst or other associated analyst field. Working knowledge of word processing, spreadsheet and database software; customer service techniques; functions of law enforcement.

Preferred Experience: two years' experience in law enforcement records; teletype familiarity; understanding of the National Incident Based Reporting System (NIBRS) and guidelines. Working experience in ArcGIS and/or Maptitude for mapping and data analysis software like SPSS, STATA, Matlab, Analyze as well as Data visualization software such as Tableau, InfoGram, Data Wrapper or similar types.

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. EE0

New Bedford has a residency requirement.

Emergency Medical Technician – City of New Bedford

PAY: \$13.39hr – \$19.12hr

Responds to given locations with lights and siren, driving in a defensive manner, obeying the rules of the road.

Working alongside a Paramedic, stabilizes patients at scene, i.e. CPR, airway management, control bleeding, assists in starting IV, splints body as needed using proper equipment to load patient into ambulance.

Prepares patient care reports contiguous with incidents to ensure continuity of care for the EMS Office, billing records and physician information.

Ensures that equipment is in proper places and in good working order, cleans equipment and patient care compartment in order to have the ambulance ready for the next response. Replaces stock used in the course of patient care as required.

Contacts the Dispatch Center in order to inform them of status relative to response, arrival, availability, deployment of additional resources for any other reason necessary for operation.

Minor vehicle maintenance, which includes washing; checking oil, water, fuel; washing floors and cleaning windows.

Attends re-certification classes in order to maintain certification.

Applicants must possess current certification as an Emergency Medical Technician (Ambulance) by the Massachusetts Department of Public Health, and current certification as a Healthcare Provider by the American Heart Association (M.G.L., Chapter 111c, sections 3 and 6). Must have a valid Massachusetts driver's license and good driving record.

This position is subject to re-certification by the State Office of Emergency Medical Service.

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. EE0

New Bedford has a residency requirement.

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