

The South Coast Hot Jobs List

– March 04, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of March 04, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Bi-lingual Front Desk Agent – Best Western (Dartmouth)

Position Requirements:

- Immediately greet guest and offer to assist with their needs.
- Register and assign guests to hotel rooms.
- Establish method of payment and verify credit.
- Make and confirm reservations.
- Compute bills, collect payments, and make change for guests.
- Transmit and receive messages, using telephones or PMS system.
- Respond to guest requests in a timely manner.
- Receive and resolve guest complaints, elevating to supervisor if necessary.
- Secure guests' valuables in hotel safe or safe-deposit boxes, if not available in guest rooms.
- Perform bookkeeping activities, such as balancing accounts and conducting audits.
- Be aware of guest satisfaction scores and work toward increasing departmental and overall guest satisfaction.
- Assist in the breakfast area or assist guests with luggage when staffing assistance is required or during peak periods.
- Ensure overall guest satisfaction.
- Perform other duties as requested by management.

Job Type:

- Full-time

Required experience:

Front Desk: 1 year
Best western: 1 year
Msi pms system: 1 year

Required language:

Spanish

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

**Events & Development Coordinator – Junior Achievement
Background**

Junior Achievement (JA) of Southern Massachusetts is a nonprofit organization that empowers young people to own their economic success. Through an extensive volunteer network, Junior Achievement of Southern Massachusetts provides in-school and after-school programs to K-12 students which a focus on three key content areas: work readiness, entrepreneurship, and financial literacy. Each year, more than 150 volunteers donate over 25,000 hours to provide JA programs to more than 6,000 students throughout Southern Massachusetts.

About the Position

JA of Southern Massachusetts, headquartered in the City of New Bedford, is seeking a Part-time Events & Development Coordinator (20 – 25 hours per week) to join our innovative team. This person will work closely with and report to the President. This position requires a high level of flexibility and the ability to work in a fast paced environment on a wide range of tasks. The ideal candidate will be a self-motivated professional that works well in a collaborative environment and is excited to be a part of a growing nonprofit organization.

Primary Job Responsibilities

Event Coordination Activities including:

- Plan, coordinate and execute all aspects of JA's special events including our annual Strikes for Success, Ironman Golf Tournament, Titan Business Challenge and Camp SPARK events.
- Serve as the point person for all fundraising events for attendees, volunteers and committee members.
- Help secure funding and donations for all events, including sponsorships, prizes and in-kind donations.
- Promote special events through various outreach activities such as social media, press releases, mailing campaigns, community meetings and presentations.
- Maintain JA's event contact information in BCRM to track prospects, donors, donor communications and funding history. Assure that all data is up-to-date and accurate.
- Support the President in reconciling the receivables and payables from special events.
- Gather, collate and present post-event data in a timely manner.
- Provide event information for grant proposals and reports to funders as needed.

Development Activities including:

- Support the President in advancing JA's development efforts, including: writing / contributing to grant applications and reports; drafting appeal or acknowledgement letters; researching, qualifying and acting upon possible funding opportunities.
- Responsible for the management of office resources, vendors, technology and supplies.
- Support the President in reconciling the receivables and payables from various fundraising campaigns as needed.
- Support the President in managing key relationships and partnerships.
- Assist the President with additional tasks as needed.

Desired Skills

We are seeking an outgoing, highly motivated self-starter who thrives in social settings and possesses strong organizational

capabilities. Other desired skills include:

- A Bachelor's Degree or equivalent
- Experience coordinating events
- Exceptional organization skills and attention to details
- Excellent written and verbal communications skills
- Experience with social media platforms
- An entrepreneurial work ethic
- Collaborative working style
- Strong knowledge of Microsoft Office
- Graphic design and/or grant writing experience is a plus

To Apply

To apply, please submit a resume and cover letter to jasm.resumes@gmail.com. No calls, please. Position will be filled as soon as candidate is found.

Hourly rate: \$16 – \$18 / hour (compensation commensurate with experience). Final offer will be contingent on the applicant passing a background check.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.



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

Patient Access Intake Rep – Southcoast Health System

Under the general supervision of the Team Leader, Patient Access, performs a wide variety of duties to facilitate patient access throughout the organization. Insure patient compliance with applicable hospital policy and obtains accurate patient information to insure patient safety and optimal reimbursement to the organization in accordance with various external regulations. Determine and actively collect patient liabilities. N/A Equal to completion of four years of high school plus additional courses or training required; Associates Degree preferred. Medical Terminology Certificate required.

Demonstrated very good communication & interpersonal skills. Strong computer skills including medical based programs. Proficiency with Word, Excel, and other software programs preferred. Over three years related health care experience including working with third party payers.

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

Biller – Steward Health Care

General Summary/Overview:

Under general supervision, performs functions for patient billing including and limited to: Maintenance of third party billing records, research and analyze delinquent third-party payer claims, resolution of problems such as reimbursement and then adjust and resubmit claims. Follow up on submitted claims and patient billing. Performs in accordance with the facility's policies and procedures. Follows the facility's standards for ethical business conduct. Conducts self as a positive role model and team member. Participates in facility committees, meetings, in-services, and activities.

Principal Duties and Responsibilities:

1. Research and analyze delinquent third-party payer claims such as Medicare, Medicaid, and Commercial and Non-commercial carriers; verify patient eligibility, adjust and submit claims as necessary.
2. Respond to inquiries from patient/third-party payers; explain insurance coverage to patients, research problems, and correct errors by utilizing accurate ICD 9 and CPT codes.
3. Maintain and update patient demographic information for proper billing to Insurance carriers as necessary.
4. Follow up on submitted claims, monitor unpaid claim reports; initiate tracers; resubmit claims as necessary.
5. Respond to all inquiries from third-party payers in a timely manner.

6. Respond to inquiries from individual insurance carriers (Commercial and Non-commercial) as well as patient calls with specific insurance questions.
7. Post and initiate corrective action for all rejections from checks as well as correspondence from different insurance carriers.
8. Perform all duties and responsibilities in a timely and effective manner in accordance with established company policies to achieve the overall objectives of this position.
9. Perform other duties and responsibilities as required or requested.

Qualifications:

High School diploma required. Knowledge in third-party medical billing with 2 years experience in specialty services preferred

Skills and Abilities Required:

Interpersonal and communication skills, high level of organizational skills; self motivated; strong problem solving skills; the ability to exercise independent judgment based upon established policies, protocols, or practices; solid working knowledge of third-party billing, ICD 9 and CPT codes.

Working Conditions:

The work environment is one of a typical office work environment. Extensive computer work is an essential portion of the working conditions and necessary for job performance. While performing the duties of this job the employee is frequently required to sit, walk; stand; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

These following jobs can be applied for by visiting the Greater New Bedford Career Center at 618 Acushnet Avenue with the job title and number next to it.

1. Metal Fabricator Welder #10249486 -We are currently seeking highly qualified, experienced. detail oriented fabricators to join out talented team. Minimum 5 years experience. Must be experienced in layout and fabrication using steel, stainless and aluminum. Must be able to read, interpret, and work from blue prints and shop drawings. Must be skilled with all hand tools and shop equipment. Working knowledge of CAD and solidworks a plus.

2. Mechanical Draftsman #10249483 – We are seeking highly qualified, experienced, detail oriented Mechanical Draftsman who are cable of thinking outside the box to come up with solutions to difficult situations. Minimum 5 years experience in the field. Must be highly capable with Solidworks and CAD. Must be able to work well in a busy shop environment.

3. Part-Time Driver/Transportation #10247077 – Must be 21 years of age with a valid MA drivers license, safe driving record, experience transporting passengers. Must have experience working with disabled and elderly population. CPR & First Aide Certification required. Must be able to push, pull, & lift wheel chair & participants with a minimum weight of 50-75 lbs. Must also pass a CORI, OIG (office of inspector general), and Drug & Alcohol Screening.

New Bedford Career Center

618 Acushnet Avenue

New Bedford, MA 02740

Phone: (508) 990-4000

Fax: 508-990-4080

Hours: *Monday – Thursday, 8:30 am – 4:30 pm*

Friday, 9:30 am – 4:30 pm

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).

Communications Officer – Wareham Police Department
Experienced (preferred), Full-time

\$18.42 – \$21.59 per hour

The Town of Wareham's Human Resources Department is accepting applications, on behalf of the Wareham Police Department, for the position of Communications Officer. Position subject to the terms and conditions of the current collective bargaining agreement.

Education: High School Diploma or GED, and APCO PST1, Vest Pallas and EMD Certified (preferred).

Candidates will be responsible for providing communications between the public and police, fire, and EMS agencies in Wareham including calls for emergency assistance, calls from citizens giving or requesting information, and calls from the public safety agencies to the citizens; answers E911 emergency calls, provides Emergency Medical Dispatch (EMD) assistance, non-emergency calls, and dispatches public safety field personnel; maintains detailed police logs; and performs other tasks as assigned by the Communications Supervisor and/or Division Commander. Candidates must be able to work nights, weekends, holidays, and mandatory shifts as scheduled and/or on short notice.

Qualifications: A combination of qualifications that display an equivalent competence to perform will be considered. Thorough familiarity and comfort with basic computer skills and knowledge. Candidates must be organized, maintain the ability to handle multiple tasks, work with a high degree of confidentiality, and work under precise deadlines. Ability to deal tactfully and effectively with other municipal staff and the general public is required. Must also be capable of maintaining, as a condition of continued employment, First Responder First Aid, CPR, Suicide Prevention, EMD, and all other training required by the Police Department.

Submit application, resume, and any training certificates to Human Resources Director:

Dorene M. Allen-England, Esq.

54 Marion Road

Wareham, MA 02571

Dallen-england@wareham.ma.us

Summer Jobs – City of New Bedford Parks, Recreation & Beaches

Are you or someone you know looking for a summer job? Want a fun and active way to spend your summer?

The City of New Bedford Department of Parks Recreation & Beaches has summer jobs for New Bedford residents! We offer over 75 seasonal positions from entry level to professional: Life guards, Play in the Park Summer Food Program, Kennedy Summer Day Program and Beach Parking.

To pick up an application or for more information please contact us at (508) 961-3015, 181 Hillman St Building #3 or visit us online at www.newbedford-ma.gov.

Seasonal Training & Employment Program (STEP) is supported by the Office of Housing & Community Development through CDBG funding

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

Full Time Parts and Accessories Associate – Minuteman Harley-Davidson (North Dartmouth)

\$12 an hour – Full-time, Plus Commission

Minuteman Harley-Davidson Your South Coast Harley Dealer is looking for a Full Time Parts and Accessories Sales Associate. Minuteman Harley Davidson is seeking an experienced parts & accessory salesperson. Experience in a Harley dealership, other motorcycle dealership, parts store or auto dealership preferred.

This is a full time permanent position with benefits such as;

health insurance, 401K, paid time off, company discount, factory training ...etc. The right candidate will be very organized, have sales ability, excellent customer service, able to work in a busy environment. Motorcycle endorsement is helpful but not required.

Requirements:

- Customer Service Oriented
- Minimum of GED required
- Must be 18 years of age or older
- Must be able to work weekends
- Motorcycle license preferred, but not required
- Ability to learn computer skills required

If you think you are the right person for the job, submit a resume or stop by and apply in person at 799 State Road (Rte 6), Dartmouth, MA 0271.

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

Veterinary Receptionist – New Bedford Veterinary Hospital

Salary: \$11.00 to \$13.00 /hour

Experience:

- Animal experience/knowledge.
- Reception experience.

Job Type:

- Full-time

Required experience:

- Animal: 1 year
- Veterinary Receptionist: 1 year
- Receptionist: 1 year

Required education:

- High school

Interested in applying? See full details and how to apply