

The South Coast Hot Jobs List

– November 10, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of November 10, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Wood Components Assembler – National Lumber Family of Companies (New Bedford)

Full-Time

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

Job Description:

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

Qualifications:

- Wood construction/framing experience

- Prior work in a manufacturing plant setting

Benefits:

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

Experience:

- Wood construction assembly: 1 year (Preferred)
- Manufacturing: 1 year (Preferred)
- Building materials industry: 1 year (Preferred)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Tuition reimbursement

This Company Describes Its Culture as:

- Team-oriented – cooperative and collaborative.

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

Multiple Positions – Complete Labor & Staffing

IMMEDIATE OPENINGS for multiple positions.

Complete Labor and Staffing is looking for the following:

- Carpenters
- Manufacturing
- Production

REQUIREMENTS: Reliable transportation and a drivers license.

Stop by their downtown New Bedford Location and ask for Katie.

If you meet the above requirements just bring yourself down to

256 Union Street, New Bedford.

They are open daily from 5am until 7pm.

If you are willing and able to work hard and have a positive attitude, Complete Labor & Staffing will put 100% effort into finding the right assignment for you.

Their offices open at 5:00AM, and we begin the process of finding the right assignment for you that matches the skills you possess and interest that you have.

Many assignment begin daily, and many progress to week-long assignments and in often cases, full-time employment!

Please stop by one of our 10 locations, complete an application and meet us! Let's get you to work!

What is needed to apply:

Please bring two forms of valid ID (Example: Driver's License, State Id, Military Id, Passport, in conjunction with Social Security Card, Birth Certificate)

You will be required to fill out an application.

If you have any certifications, Example: Osha, CDL-A, Medical Card, Dot Card, Forklift Certification etc. please provide them.

A resume is helpful, but not required

Located at:

256 Union Street

New Bedford. MA

508-858-5595

Retail Sales Associate – Amazing Intimate Essentials and Smoke Shop (Fairhaven)

Part-time

We are seeking a part-time Retail Sales Associates responsible for generating sales by positively and proactively engaging with customers. These trusted advisers can apply their

knowledge of trends to enhance the customer's experience and ensure that they leave feeling fabulous!

Responsibilities:

- Influence customer buying decisions by educating customers on products, offers and specials
- Maintain a selling environment focused on the customer first
- Work as a team player to ensure each customer receives the best service possible
- Adherence to all retail policies and procedures
- Perform daily department maintenance tasks including stock work, re-merchandising, display, price markdowns, merchandise transfers and light cleaning

Qualifications:

- Ability to work a flexible schedule including nights and weekends
- Sincere desire to work with a diverse customer, selling apparel and novelties
- Ability to communicate with customers and employees
- Proven ability to set and achieve sales goals
- Ability to quickly learn new procedures and processes
- Ability to receive feedback and take action when appropriate
- Ability to effectively maneuver around sales floor and stockroom, repetitive bending, prolong standing, twisting, stooping, squatting, climbing
- Must be 18 years of age
- Must be able to lift and carry up to 25 lbs
- Must be eligible to work in the US
- Other tasks as assigned

We are an Equal Employment Opportunity Commission.

Experience:

- Retail Sales: 2 years (Required)

Education:

- High school or equivalent (Required)

Additional Compensation:

- Commission
- Bonuses
- Store Discounts

Benefits:

- Store Discount
- Opportunity for Advancement

Paid Training:

- Yes

This Job Is:

- Open to applicants who do not have a college diploma
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

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

Director of Human Resources – City of New Bedford

PAY: \$96,271 – \$120,347

Responsible for all personnel functions of the City including employment, regulatory compliance, policy enforcement, recruitment, classification, compensation, grievances, benefits, training and performance management. Counsels, works, and advises Department Heads and various staff and employees on personnel transactions and all aspects of the personnel program; mediates problems between employees, works to improve communication within and between the Departments; answers questions from Department Heads and supervisors concerning personnel policies and procedures. Represents management at grievances, hearings, and investigations and participates with labor counsel in negotiations with duly certified bargaining agents and units of municipal employees. Develops health, wellness, and safety programs; oversees the administration of employee benefit programs and the monitoring

of the payroll deductions for all benefits; makes recommendations to Mayor on health, safety, and benefit programs to promote economy and efficiency; enforces rules applicable to benefit programs. Prepares and oversees the preparation of the personnel services of the annual budget including Departmental, Employee Consulting, Employee Recognition, Employee Assistance Program, Unemployment and Health insurance budgets.

Bachelor's Degree in human resources, public administration, business management or a closely related field; Master's degree or Professional Certification as a Human Resources professional (SPHR) preferred. At least five years' experience in personnel administration, human resources, or a related subject, including at least three years in an administrative or supervisory capacity or any equivalent combination of education and 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Health Center Manager – SStar

Job Description:

Overall responsibility for Health Center operation, including patient flow, telephone transactions, and team interaction to provide quality and efficient healthcare. Please visit www.sstar.org to learn more about our facilities.

Specific Responsibilities

- Ensures clinical records and peer reviews per Health Center policy and procedure.

- Monitors quality of services by participation and/or review of quality assurance activities, co-chairs the Health Center's TQM Committee.
- Participates in SSTAR committees relevant to the Health Center, including monthly Leadership and Board of Directors meeting. Designates staff to represent Health Center on other SSTAR committees.
- Responsible for coordination of health center's risk management activities and represents the health center on the agency's Risk Management Committee
- Represents the health center with outside organizations, as deemed by the CEO, such as MLCHC, HRSA, ACOs,
- Meets with the Medical Director of the Health Center periodically to formulate Health Center policy, clinical & Procedures and report on Health Center operation.
- Ensures implementation of health care provider policies and procedures; assigns appropriate tasks to personnel consistent with their job descriptions and evaluates performance.
- Provides direct care as necessary, corresponding to current licensure.
- Promotes and maintains compliance with Federal, State, and Local regulations.
- Researches and prepares grant RFRs to increase revenue and services at the health center.
- Prepares reports required by SSTAR, HealthFirst and Federal and State funding sources.
- Determines/oversees client services provided at clinic in collaboration with the medical director.
- Responsible for recruitment of staff to ensure medical coverage for services.
- Responsible for updating current agreements and contracts of outside providers/agencies.
- Other duties as required

Experience and Skills:

Level of Education: Master's Degree

1. Minimum of 2 years knowledge/practice in Health Center Office Management preferred.
2. Current License in job expertise in medical field, i.e. RN, MD, NP.
3. Computer skills required for grant writing – knowledge of MSWord, Excel
4. Knowledge of electronic records system, NextGen preferred
5. Ability to work in a team approach with excellent people skills

- At least two years continuous sobriety is required for people in recovery from drugs or alcohol

Job Benefits:

Medical, Dental, Vision, Generous Time Off Accrual System, Company paid Life and Short Term Disability, 403B Retirement Plan, Pet insurance and AFLAC.

Please go to sstar.org to fill out an online application.

Customer Service Representative & Receptionist – Empire Ford

Receptionist/Cashier/Customer Service

Job Description:

As a Receptionist/Cashier you will work with our service customers to ensure that the customer's communications needs are met during their overall experience. This position requires strong attention to detail and the ability to multi task. The ideal candidate has a can-do positive attitude . You will be interacting closely with customers and will need to maintain a high level of service aptitude. This position is the first impression our customers have of our company. Therefore, a commitment to consistently extraordinary customer service is required. This is a full time position. Automotive Experience Preferred, but not required.

Service Requirements:

HOURS 7:30AM-4:30PM MONDAY, TUESDAY, WEDNESDAY & FRIDAY & THURSDAY 12PM-9PM

Genuine desire to serve

High School Diploma a MUST

Ability to handle multiple tasks at once

Meticulous attention to detail

Consistent composure

On Time & Reliable

Enthusiastic presence

Professional appearance and communication

Desire to be the best

Receptionist/Cashier/Customer Service Responsibilities:

Answer several phone lines

Assist customers

Cashier

Job Type: Full-time

Please submit resume to: calexander@buyempireautogroup.com

<https://www.empirefordofnewbedford.com/>

Automotive Technicians, Parts Dept. and Service Advisors – Empire Ford

Empire Ford is looking to hire for several key positions at their growing dealership in New Bedford. Portuguese and Spanish speaking a plus! These are full time jobs with excellent benefits.

Please submit resumes to: jdio@buyempireautogroup.com

Automotive Service Advisor/Writer

They are seeking a full-time Automotive Service Advisor/Writer with a minimum of 2 years experience. Will be responsible for setting and preparing for appointments to expedite customer's service experience; greet customers in a friendly and timely

manner; determine the vehicle needs based on customer information, vehicle walk-around and technician's multi-point inspection.

Must produce repair orders for customers with transparency including the time and cost of the repair. Communicate with the technicians and parts department to ensure timely completion of work and follow up with customers on the status of the vehicle. Will be required to have Ford product knowledge to effectively assist customers with service maintenance and warranty information.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent.

Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills. Must be alert to sales opportunities by taking the time to ask customers questions and provide information about their vehicle. The ideal candidate is dedicated to provide exceptional customer service and display a positive attitude when interacting with customers and employees.

Must be able to perform basic computer skills and will be trained on how to use our internal system.

Ford experience a plus. **Portuguese and Spanish speaking a plus.**

Please submit resume to: jdio@buyempireautogroup.com

Automotive Technician

Due to an increase in sales we are expanding our service department to accommodate the higher demand of service work!

WHAT WE OFFER: Automotive Technician Benefits

Competitive Pay Scale

State-of-the-art facility

401(k)

Paid vacation

Health insurance
Dental insurance
Great culture and work environment

RESPONSIBILITIES: Automotive Technician

Troubleshoot, diagnose and repair components
Willingness and ability to maintain current product technical knowledge, ability to estimate time of service or repair of job for efficient scheduling
Knowledge of parts requirements to complete a job
Ability to comply with quality control and inspection requirements
A self-starter who is organized and dependable
Communicate well with others
Perform basic computer skills and will be trained on how to use our internal system.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent. Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills.

Ford experience a plus. Portuguese and Spanish speaking a plus.

Please submit resume to: jdio@buyempireautogroup.com

Automotive Parts Counterperson

Due to Explosive Growth we are looking for another full-time Parts Counter Person with TWO OR MORE years of dealership experience. Candidate should enjoys working with the public and have a friendly and out-going personality. We are a team-oriented company looking for someone who displays a positive attitude when working with customers and co-workers. Must be responsible, courteous and professional.

Candidate must be detail oriented, able to work independently and manage his or her time and workflow. Must be alert to sales opportunities by the taking the time to ask customers

questions and provide information about parts and service. Must research the availability of certain parts, either within the retail facility or from other sources if necessary and must search parts numbers using the computer.

Prior Ford parts experience helpful and knowledge of wholesale parts a plus.

Portuguese and Spanish speaking a plus.

Please submit resume to: jdio@buyempireautogroup.com



Youth Mentor – Kennedy-Donovan Center, Inc.

Responsibilities:

- Provide the designated hours of supportive mentoring weekly per assigned participant.
- Establishes and maintains relationships with other agencies and organizations in the community toward meeting community needs and services.
- Ensures compliance and adherence to the Kennedy-Donovan Center and the Department of Children and Families (DCF) philosophy and mission statements.

- Assess individual's needs and develop safe and helping relationships with assigned individuals.
- Participate in the development of treatment plans.
- Provide advocacy for individuals as needed.
- Collaborate with internal and external resources and community providers to ensure timely, safe, and appropriate placement services.
- Comply with all KDC and DCF documentation requirements
- Participate and co-lead monthly LIFT trainings held at KDC
- Provide transportation to identified appointments.
- Provide assistance with job placement activities.
- Provide opportunities for recreational activities.
- Perform other job-related responsibilities as assigned.

Required Skills:

- Extensive Travel required
- Ability to sit for extended periods of time
- Frequent telephone use required
- Ability to use computer

Sign On Bonus:

- \$250.00 after successful completion of 90 days of employment
- \$250.00 after one year of employment

Experience

- Experience with the Department of Children and Families (DCF) preferred. Commitment to community based supports to individuals. Able to meet required competency level in Microsoft Office software. Knowledge of community resources available to assist participants in achieving their goals.
- High School/GED or better

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

Head Start/Lead teacher – P.A.C.E.

JOB POSTING for People Acting in Community Endeavors, INC.

Hiring for: Early Head Start Infant/toddler LEAD Teacher

Salary: \$16.02 to \$21.93 per hour, 40 hrs. per week 52 weeks per year

Qualifications:

Candidates MUST be EEC Infant/Toddler Lead Teacher qualified with an Associates/Bachelor's degree or enrolled in a program leading to a Bachelor's degree or higher. Candidates will be supervised under the direction of the Education Office, and will have responsibility for planning and managing daily activities in the classroom as well as creating a positive social/emotional environment in accordance with the Pyramid model. Communication with families, home visits, leading parent-teacher conferences, entering observations in TSG and data into Child Plus are also essential components of this position.

Valid drivers license required. Must be able to pass CORI and DCF background checks.

Low coast Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

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

Deadline to apply: 5pm on Thursday, October 31st.

HOW TO APPLY: You must email a cover letter with your mailing address, title of position and resume/application to: hrjobapplications@paceinfo.org OR you may mail the same information to:

PACE Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources



Adult Companion – Kaleidoscope Family Solutions Inc (Dartmouth)

Come create a colorful difference with Kaleidoscope Family Solutions (KFS)! We are looking for dedicated and committed In Home Case Managers who are striving to make a difference in the lives of the individuals we serve.

SUMMARY OF RESPONSIBILITIES

The primary role of the In Home Case Manager is to assist individuals acquire and maintain skills to improve their daily-living, domestic, adaptive, and socialization skills.

Responsibilities will vary from case to case but may include:

- Supporting individuals learn, maintain or improve skills through their participation in a variety of activities of everyday life
- Engage in activities with the individuals to allow them to live in the community, to live more independently, or to be more productive and participatory in community life
- Submit accurate and complete daily progress notes for each shift worked with individual
- Maintain annual 24 hour training requirements

REQUIRED EXPERIENCE & EDUCATION

- Must be compassionate and willing to care for the well-being of others
- Minimal of a High School Diploma or General Equivalency Diploma (GED)
- Willing to comply with required policies, standards and

regulations

- Must have a valid driver's license and existing insurance
- Must be willing to complete given background checks
- Must be willing to drive individuals in personal car throughout the community
- Must have flexible availability
- Excellent organizational, interpersonal, and communication skills

ADVANTAGES

- Paid on a weekly basis
- Flexible work hours including evenings and weekends
- Personal and professional fulfillment in an impactful role

ORGANIZATION OVERVIEW

Kaleidoscope Family Solutions, Inc. provides community and home based services to persons with developmental and intellectual disabilities. Our team partners with family members and existing providers to create individualized goals allowing the team to help improve their life experiences.

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

Crew Members and Supervisors – Auntie Anne's Pretzels (Dartmouth)

Full-time, Part-time, \$12.00 to \$12.59 /hour

The Crew Member position provides an excellent training background for those aspiring to become successful Supervisors and Store Managers. The Crew Member job offers challenges, excitement, and a lot of customer interaction.

Responsibilities include performing all essential duties of pretzel making, ensuring customer satisfaction and product quality, always participating in the team effort, and maintaining safety and security at all times.

We offer an exciting work environment where you are valued as

part of our team. If you are a motivated, energetic, results-oriented individual apply now!

Crew Members must be able to work in a fast-paced environment. Have excellent customer service skills, communication skills, and a positive attitude. Must be able to occasionally lift 50 lbs.

Additional Compensation:

- Store Discounts

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

Day Hab Aide – Crystal Springs Inc. (Assonet)

Full-time, \$12.30 to \$14.30 /hour

Summary

We are looking for two dependable team members for our ABLE II Day Hab facility. This is a 1:1 position that is 30 hours per week, Monday – Friday from 9:00 am – 3:00 pm.

Crystal Springs is dedicated to creating a nurturing environment where people will be treated with dignity, respect, care, and compassion supporting them to achieve their greatest potential while becoming contributing members of the community.

The Day Habilitation Aide will provide support to individuals in active treatment/teaching of Habilitative goals/objectives and direct care supports in a manner that promotes development of independent and community integration skills and an improved quality of life.

Job Duties:

- Provides 1:1 care, skilled teaching, supports and evaluation of required programmatic services.
- Transports, accompanies and supports individuals to and from home, medical, dental and psychiatric appointments and / or leisure activities.

- Assists in providing crisis assessment, prevention and needed intervention according to trained Crisis Prevention Intervention (CPI)
- Attends pool and gym with individuals

Requirements:

- High School diploma or G.E.D. equivalent and/or Bachelor's Degree in related field preferred.
- Must have at least one-year experience/specific skills in working with developmentally disabled individuals in a Habilitation/vocational setting.
- Valid Drivers license for 6 months with clean driving record
- Ability to pass van driving in-service
- Ability to pass an acceptable Criminal Records Check (CORI)
- Ability to maintain and conduct functional life skill, behavioral and therapeutic programs, ability to collect data and maintain records as established within day program
- One year's previous experience working with individuals with severe to profound developmental disabilities.

Experience:

- Relevant: 1 year (Required)

Education:

- High school or equivalent (Required)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Parental leave

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

Medical Secretary – Steward Health Care (Dartmouth)

Are you looking for an exciting, professional career with a company that treats each individual with dignity and respect? We take pride in our work and organization knowing that we each make a difference in the lives of our patients every day!

Steward Medical Group at Hawthorn Medical Associates is looking for an enthusiastic, professional Medical Secretary with a positive attitude, along with the ability to work both independently and on a team in a fast-paced environment!

The successful candidate will:

- Be responsible for scheduling, referral management, check-out, triaging calls appropriately while managing a multi-line phone system.
- Scheduling appointments accurately and efficiently.
- Manage physician schedules by following up on patient no-shows.
- Demonstrate courteous phone manners and cooperative behavior towards patients, visitors, coworkers and providers.
- Perform duties as a team member, integrating activities with fellow employees and providers in all departments.

Qualifications:

- High School diploma or equivalent required. At least 2 years of prior medical secretary or medical office experience.
- Must be familiar with using an electronic medical record (EMR) such as Athena, and have a strong understanding of medical terminology.
- Experience working with various insurance companies to obtain prior authorizations plans and referral procedures strongly preferred.

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

Crew Member – Five Guys Burgers & Fries (Dartmouth)

Five Guys Burgers and Fries is one of America's most successful hamburger concepts, not just for its food, ranked

the #1 burger in America by the Zagat survey, but also because of its employees.

We have a unique work environment where you're trained to work every position in the restaurant. From the register, to the grill, to morning prep and evening close, our crew members become a team working in all aspects of the restaurant.

We also have a unique crew bonus program that provides the opportunity to earn cash bonuses two times per week giving our crew members the opportunity to earn much higher incomes.

We have an open kitchen experience so it's fun and it's loud with lots of team communication. The crew's burger creation is part of the customer experience.

So, what's it take to be a successful Five Guys crew member?

- Energy & Stamina it's a team-based work environment and crew energy is important.
- Ability To Work At A Fast Pace Our kitchens have a lot going on and there's lots of on-the-line communication and job rotation. It's not for everybody.
- Good Communication Our crew is vocal and supports and works with each other on what's happening in real-time during each shift.
- Love For Burgers and Classic Rock and Roll We make some of the best burgers and fries in the biz and do it to the sounds of classic rock and roll. Yes, singing is encouraged.
- Caring About Your Teammates Always working for the success of your team.

We provide Health Insurance (including Dental and Vision options) to crew members once they achieve 'full-time' status, 401K/Roth Retirement Plans with Employer Matches, Paid Personal Days, Complimentary Meals, Excellent Starting Pay and escalation of pay based upon performance, Voluntary Employer-Sponsored Fun Outings and Retreats, On-line and Hands-On Training Programs, and also Excellent Opportunities for

Advancement.

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

Janitor and Cleaner – King Village Apartments (New Bedford)

Looking for a part-time cleaner Monday, Wednesday & Friday of each week to Clean Bathrooms, vacuum, mop, Take out trash and clean empty apartments for new move-ins. Needs someone who is very reliable, consistent, detail-oriented and Hard-Working.

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

Utility Pole Inspection Foreman – OSMOSE UTILITIES SERVICES INC

Full-time

Job Description

Are you looking for a career with excellent advancement potential where you get to work outdoors and utilize leadership abilities? Start your career with Osmose! FACT: 90% of our Senior Management started with Osmose in the Foreman position!

Osmose Utilities Services, Inc. is an 80-year strong company that provides a variety of services to the electric and telecommunications industries. Learn more about us at www.osmose.com

We are proud to offer:

- \$23 per hour (after training) plus an opportunity for weekly production bonuses based on individual initiative and crew performance
- See the average income per Foreman Level here: www.osmosehiring.com/become-a-foreman
- Paid on-the-job training. You earn while you learn at a rate of \$20 per hour during the 8-9-week training program
- Family medical and dental insurance

- 401k retirement plan
- Full-time, year-round employment with overtime potential
- Paid vacations and holidays
- Company truck and tools
- Excellent advancement opportunities with a rapidly growing company

Do you have what it takes to be an Osmose Foreman?

- Must be at least 21 years old
- High school diploma or GED
- Have the leadership ability required to supervise and motivate a working field crew
- Can assume full responsibility for the safe operation and maintenance of a company vehicle, equipment, and tools
- Ability to positively represent the Osmose organization to customers and the communities in which they work
- Enjoy working outdoors in all types of weather and have the desire to actively participate in physically demanding work lifting or moving up to 50 lbs. on a regular basis
- Possess a valid driver's license
- Willing to travel locally, statewide or regionally as required

Responsibilities include:

- Hiring, training, and supervising a field crew of 1-5 people
- Maintain all tools, vehicles, and equipment
- Achieve expected safety, quality, and production goals
- Collect field data and maintain daily and weekly reports
- Embrace the core values of the company

For a career opportunity that involves outdoor work, travel, excellent income potential and the opportunity for advancement, please apply online no later than October 30th.

Osmose is an equal opportunity employer. M/F/D/V

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

Sales Associate – Pacific Sunwear (Dartmouth Mall)

Part-time

Overview

The Sales Associate is responsible for generating sales through exhibiting passion for product, brands, fashion and trends with all customers. The Sales Associate is also responsible for executing initiatives and tasks as assigned by the leadership team. Overall, the Sales Associate is expected to work as a positive member of the store team and consistently provide an exceptional customer experience.

Responsibilities

- Reflects the PacSun brand by demonstrating passion and affinity for product, brands, fashion and trends.
- Contributes to a positive working environment by consistently exhibiting core value behaviors
- Maintains and drives the company's fashion image by adhering to the Employee Appearance Guidelines
- Demonstrates willingness, aptitude, and initiative to learn what is unknown about product, brands, fashion and trends
- Strive to improve individual performance while working as a productive member of the team

Customer Experience

- Delivers an engaging, positive and authentic customer experience with all customers
- Focuses on full-price selling while maintaining awareness of product value and promotions
- Handles customer situations in compliance with policy and procedures, attempts to "solve for yes" and partners with the leadership when dealing with escalated issues
- Completes all assigned tasks in a timely and efficient manner
- Executes all visual directives and maintains visual standards set by the company and as directed by the management team
- Supports high standards of organization and cleanliness,

promoting a safe working and shopping environment to maximize the customer experience

- Upholds and complies with all company policies as outlined in the Policy and Procedure Manual, Code of Business Conduct,
- Employee Policy Guide and the Safety Program
- Complies with all Loss Prevention policies, and communicates violations directly to the leadership team or via the Silent Witness Hotline
- Shares feedback from customers with the leadership team to improve the overall customer experience
- Results Driven
- Actively participates in all company and store contests and events
- Stays current on all financial goals and priorities
- Assists the leadership team in achieving all sales and operational goals

Additional Responsibilities

- Ability and willingness to take on additional tasks
- Adheres to federal, state and local labor laws
- Ability to work flexible hours and understands and complies with all scheduling policies and practices
- Secures and maintains any assigned company property
- Ability to safely lift up to 50 pounds
- Ability to utilize power tools and navigate a ladder as needed
- Ability to work on the store sales floor for extended periods of time (up to 90% of shift)

Qualifications

- Passion for product, brands, fashion and trends
- Excellent selling skills
- Proven to exhibit a friendly, out-going, open-minded, engaging personality that enjoys being a team player
- Strong time management, communication, and organizational skills
- Ability to receive feedback and take action when appropriate

- Basic math and computer proficiency
- Previous retail experience preferred

Physical Demands

List equipment to be operated, lifting requirements, crouching, bending, etc required by the job. Lifting in pounds should be clarified, stating the weight of objects that need to be lifted, such as “ability to lift objects weighing 35 pounds.” For most other positions, language like “operate normal office equipment,” “ability to travel “or” extensive use of computer” are helpful.

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

Dietary Aide – High Point Treatment Center

Immediate openings for Full and Part-Time kitchen aides. Available shifts include 6:30-3pm, 10:30-7Pm and 3:00PM to 7:00 PM M-F and Weekend shifts. New hourly rates including weekend differential rates increase. Daily responsibilities include prepping, delivering, setting up and serving food at mealtime. Qualifications: Must be 16 years or older. Must have the ability to interact and communicate respectfully with patients, staff and visitors. Conveniently located in New Bedford near bus stop and RT 195. Excellent Benefit Packages. Applications available at 108 N. Front St. or Call Food Service Director for further information at 774-628-1046. EOE

Education Level:

- High School Diploma or Equivalent

Experience:

- Food Service: 1 year (Preferred)
- Dietary: 1 year (Preferred)
- Dietary aide: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

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

Bus/Van Monitor – Kennedy-Donovan Center

Part-time

KDC is seeking Monitors to provides supervision to persons with disabilities or special healthcare needs while being transported to various locations as assigned. This position is part-time.

Responsibilities:

- Maintain safety and order on vehicle while in transit
- Maintain visual contact with passengers at all times
- Assure that all restraints and safety equipment are properly engaged before transit begins
- Monitor consumers' health and well being and provide care as trained
- Respond to medical emergencies as trained
- Utilize communication devices as needed to maintain contact with transportation base, destinations and other vehicles
- Ensure that when in transit, any medical equipment is positioned and secured to the floor, vehicle seat or wall of vehicle below the window line.
- Assure that vehicle interiors are kept clean and safe for passengers
- Immediately report any safety equipment (tie downs, seat belts, etc) malfunctions or needed repairs to supervisor
- Maintain agency standards of confidentiality
- Maintain a respectful manner and tone of voice with others
- Promote teamwork and open communication among staff members and consumers
- Perform other job-related responsibilities as assigned.

Required Skills

- Ability to sit for extended periods of time
- Ability to kneel, bend and lift to assist clients
- Ability to assist consumers entering and exiting vehicles

- Ability to operate all safety equipment, including wheelchair tie-downs.
- Ability to propel consumers' manual or power wheelchairs to assure safe movement on and off the vehicle lift.

At Kennedy-Donovan Center, everything that we do is tied to our mission. No matter your role at KDC, we are all working together to support individuals with developmental delays, disabilities, or family challenges to pursue their personal potential and success in the community.

With over 50 years of experience in the Human Services field, we provide employees with an opportunity to join a forward-thinking agency. You can be a part of a team that provides support for over 10,000 individuals and their families every year. And our focus isn't just on empowering those we support- but at KDC our goal is to empower you. We value the opportunity to allow our employees to advance their careers by exploring opportunities available to them, all while providing you with the resources and tools you need to succeed. KDC is not just a job, it is a career- a career in which our employees are able to collaborate and learn from one another to succeed together.

Requirements

- Must be at least 19 years of age. Ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.

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

Merchandise Associate – The TJX Companies, Inc (Fairhaven)

All 1,000 of our Marshalls stores embrace discovery, from designer luggage to statement shoes. Our assortment of brands is always changing, but our mission to provide the surprises that make the everyday a little more fun is unwavering. Just like working here. Everyone encourages each other and embraces

the excitement that can come with change. Each shift is a new opportunity to Discover Different.

Job Summary:

Responsible for delivering a highly satisfied customer experience demonstrated by engaging and interacting with all customers, embodying customer experience principals and philosophy, and maintaining a clean and organized store environment. Adheres to all operational, merchandise, and loss prevention standards. May be cross-trained to work in multiple areas of the store in order to support the needs of the business.

Responsibilities:

- Role models established customer experience practices with internal and external customers
- Supports and embodies a positive store culture through honesty, integrity, and respect
- Accurately rings customer purchases/returns and counts change back to customer according to established operating procedures
- Promotes credit and loyalty programs during customer interactions
- Maintains and upholds merchandising philosophy and follows established merchandising procedures and standards
- Accurately processes and prepares merchandise for the sales floor following company procedures and standards
- Initiates and participates in store recovery as needed throughout the day
- Maintains all organizational, cleanliness, and recovery standards for the sales floor and participates in the maintenance/cleanliness of the entire store
- Provides and accepts ongoing recognition and constructive feedback
- Adheres to all labor laws, policies, and procedures
- Supports and participates in store shrink reduction goals and programs

- Participates in safety awareness and maintenance of a risk-free environment
- Performs other duties as assigned

Requirements:

- Possesses excellent customer service skills
- Able to work a flexible schedule to support business needs
- Possesses strong organizational skills with attention to detail
- Capable of handling multiple tasks at one time
- Able to respond appropriately to changes in direction or unexpected situations
- Possesses strong communication skills
- Capable of lifting heavy objects with or without reasonable accommodation
- Works effectively with peers and supervisors to accomplish tasks
- Retail customer experience preferred

We're reinventing retail and helping people discover that next find that's going to be their new signature look. You can be a part of their journey to look amazing. Our inventory is always changing and our approach is continually evolving, which means every day is another chance to Discover Different. In fact, that's what it's like throughout the entire TJX family, which includes TJ Maxx, HomeGoods, Sierra, and Homesense.

Discover Different also means we embrace each other's differences and unique perspectives. We consider all applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, gender identity and expression, marital or military status. We also provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law.

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

**Two positions: Electrician & Carpenter – City of New Bedford's
Dept. of Facilities & Fleet Management**

ELECTRICIAN

PAY: \$25.54/HR

Performs skilled electrical work at the journeyman level. Installs, tests, repairs and maintains electrical circuits, wiring systems, fixtures, appliances and equipment. Troubleshoots and repairs faulty electrical wiring, defective electrical equipment and machinery such as motors, generators, transformers, switches, sockets, etc. Inspects and tests circuits and fixtures to locate broken wires, loose connections, blown fuses, faulty switches, grounds, shorts and other defects. Uses common hand tools and electrical ohm test equipment such as meters, voltmeters, ammeters, growlers, multimeters and other test equipment. May remove, replace and repair electrical parts.

High school graduate or GED equivalent with specialized course work in electrical practices and knowledge of electrical principals and procedures. Two years of increasingly responsible related experience; or any equivalent combination of education and experience. Possession of a Massachusetts journeyman or master electrician's license. Possession of a valid Massachusetts driver's license with 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. Is required to respond to callbacks on a 24-hour basis as needed for emergencies in the opinion of the Director.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

CARPENTER

PAY: \$16.04 – \$21.84

Reads and understands blueprints, drawings and specifications of building methods, means and materials. Constructs, alters and repairs structures, buildings, roofs, furniture, equipment and fixtures made of wood or other building materials. Work is performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structural wood work, floors, stairways and fixtures. Performs measuring, sawing, squaring, drilling, sanding, fitting and fastening. Performs repair of equipment such as desks, chairs, tables, shelves and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames and screens. Performs other carpentry duties as required. Graduation from a high school or GED equivalent. Two years' prior experience required, four years of experience preferred; or any equivalent combination of education and experience.

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. This position shall be subject to 24 hour call back as needed for emergencies and/or matters of public safety as determined by the Director or his designee. Must possess and maintain a working cellular telephone.

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

Sr. Clerk Typist position – City of New Bedford Fire Department

PAY: \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

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

New Bedford has a residency requirement.

For more information, please visit:

Employment Opportunities

Welder – City of New Bedford

PAY: 17.42 – \$24.18

Lays, cuts and fabricates materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications using oxyacetylene or electric arc welding equipment. Determines the appropriate welding equipment or method based on requirements. Sets up components for welding according to specifications. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Data Entry Clerk for the Assessors Office – City of New Bedford

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time

to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

After School Program Monitor & After School Program Supervisor positions – City of New Bedford

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

PAY: \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing

a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

PAY: \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response

efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. 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 application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches

PAY: \$47,339 – \$59,178

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that

infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Director of Purchasing – City of New Bedford

PAY: \$79,326 – \$99,166

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures. Reviews and approves all purchase orders generated by every department; ensures that they comply with all laws, purchasing procedures and policies; attends meetings, trainings, workshops as required to perform

job functions. Obtains, reviews, and evaluates comparative prices and quotes; assists in negotiations with vendors, awards and drafts contracts, renewals, change orders.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

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

PAY: \$51,693 – \$64,622

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

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

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

Collaborates with technology staff to write and update content on the district’s external website, social media tools and

other on-line resources to ensure accuracy and consistency of information.

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

For more information, please visit:

Employment Opportunities

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

New Bedford has a residency requirement.

Admin Manager – City of New Bedford

PAY: \$54,278 – \$67,853

Performs complex administrative, technical, and supervisory duties for the assigned department; 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 in the Department; responsible for the completion of varying duties including financial reports, correspondence, and other operational office procedures. Handle customer and city residents' issues in a professional manner that meets the City's standards; assists residents, customers, or vendors that come to the Department office.

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. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Diesel Engine Repairman – City of New Bedford

PAY: 17.42hr – \$24.18hr

Performs various types of skilled repairs on diesel equipment. Trouble shoots all types of diesel equipment in use by the City to determine repair costs. Diagnoses and repairs work in the area of electrical systems, fuel systems, ignition systems. Ability to read and understand all schematics in the related field. Disassembles, overhauls, removes and replaces all types of engines. Diagnoses, repairs or replaces transmissions, four wheel drive components, hydraulic pumps, or any related components.

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 and good driving record. Operates a motor vehicle on a regular basis. Possession of Class B CDL or the ability to obtain one within six months of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

requirement. EE0.

Mason – City of New Bedford

PAY: \$17.42hr – \$24.18hr

Performs work involved in the construction and repair of structures made of brick, stone, concrete blocks and tiles such as wall, floors and other structural projects. Performs masonry repairs and brickwork, pours new concrete sidewalks, installs blue stone and pours foundations.

Thorough knowledge of laying bricks, stone, concrete blocks and tiles in construction, alteration or repair of walls, floors, passageways or other structures. Constructs and repairs brick work in sewers, catch basins and manholes. Lays and sets cut stone. Performs all phases of cement work.

High school graduate or GED equivalent preferred. Possession of a valid Massachusetts driver's license and good driving record.

Requires two years' paid experience in masonry trade. Knowledge of equipment, materials and supplies used in masonry work, and equipment and supplies used to do minor repairs. Skills in operation of listed tools and equipment. Ability to work independently and complete daily activities according to work schedule. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EE0.

New Bedford has a residency requirement.

Sewage Disposal Systems Maintenance Foreman – City of New Bedford

PAY: \$19.23hr – \$27.18hr

Assists in the supervision of maintenance staff under the direction of the Superintendent of Wastewater. Assists in planning and scheduling maintenance and preventive maintenance work of the pumping stations and wastewater system to make maximum effective use of employees, equipment and material within an approved budget and quality standards.

Develops and implements a program to meet the preventative and emergency maintenance of the wastewater systems including unplugging blockages, flushing and rodding lines to prevent blockages and accumulation of grit, rags and other debris. Makes inspections to check that standard maintenance procedures are being followed.

Reviews the maintenance needs of the pumping stations and wastewater system, and develops procedures and programs for the maintenance and preventative maintenance of the system and related appurtenances. Investigates, diagnoses and recommends correction of abnormalities occurring within the pumping station, wastewater system, structures and related appurtenances.

Makes continuous inspections to check that standard maintenance procedures are being followed and detects the existing or potentially unsafe or unhealthy working procedures, equipment or conditions.

Participates in safety committee activities.

High school education or GED equivalent is highly regarded. Five years of progressively responsible experience in mechanical maintenance and the maintenance of wastewater

systems and appurtenant structures and devices. Eligible for, or possession of, certification in wastewater collection maintenance at the appropriate level required of the New Bedford system.

For more information, please visit:

Employment Opportunities

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

New Bedford has a residency requirement.

Library Assistant – City of New Bedford

PAY: \$15.00/hr, 15 hours per week

Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. Must be available some nights and Saturdays.

Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures. This position performs a variety of clerical duties, which include: assistance in opening and closing department; typing and filing; assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Possession of a valid Massachusetts driver's license and good driving record preferred. Ability to speak Spanish preferred. 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. New Bedford has a residency requirement. EEO.

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