

# The South Coast Hot Jobs List – October 14, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of October 14, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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## **Administrative Assistant – East Coast Seafood Group**

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Are you looking for an exciting career opportunity with a progressive team of professionals in a growing company? East Coast Seafood Group is proud to be a leading North American processor and marketer of live, & value-added frozen seafood. We are seeking an Administrative Assistant to become the newest member of our Seatrade division. The position will be based out of our facility in New Bedford, MA.

The function of this role is to ensure accurate and organized administrative functions, while supporting several internal departments such as Management, Sales, and Production.

### **As the Administrative Assistant, a typical day might include the following:**

- Present a professional, welcoming first contact to all customers, visitors, vendors' staff members etc. by phone, in person and e-mail.
- Coordinate incoming and outgoing mail, packages and deliveries.
- Prepare catch certificates and other documents to support the sales team.
- Accurate completion of shipping documents including invoices, bills of lading, transportation documents, etc.
- Generate invoices, completing work orders and creating purchase orders.

- General office duties including phones, filing, creating reports, data entry, etc.
- Other duties as assigned.

**This job might be for you if:**

- You enjoy collaborating with a wide range of skill sets. In this role, you'll deal with multiple personality types and a wide spectrum of skill sets.
- You have previous office experience, including working with Word, Excel and Outlook
- You pay attention to the details. This is some of the most important work we do!
- Ability to prioritize, multi-task and manage time in order to meet deadlines
- Excellent organizational, communication, problem solving, interpersonal and follow-up skills
- Bi-lingual is a plus, we have a very diverse population of workers.

East Coast Seafood Group (ECSG), established in 1981, has built an unrivaled reputation as a global leader in the seafood industry around its signature products, North American lobster and North American scallops. Operating globally, we provide a diversified line of top quality seafood products. ECSG customers and partners benefit from access to a vertically integrated network focused on maintaining high levels of product quality, reliability, and customer service.

The ECSG portfolio of seafood companies includes but is not limited to East Coast Seafood, Seatrade International, Garbo Lobster, Maine Fair Trade Lobster and Paturel International.

- Over \$400 million in annual sales
- Top 25 North American Seafood Supplier
- More than 35 years as a leader in the seafood business
- Procuring lobster and scallops directly from the boat
- Committed to supplying high quality seafood and future company-wide BRC certification

- MSC CoC certified state-of-the-art production facilities in USA and Canada

Offering a competitive compensation package coupled with comprehensive benefits and 401k plan, this is a chance for you to take your skills to the next level with a global business representing the best of the Northeast's seafood.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, age, sex, sexual orientation, gender identity, disability, veteran, or marital status, genetic information or other protected status, covered by federal, state or local law. Equal Opportunity/Affirmative Action Employer.

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

## **Customer Service Representatives – Enos Home Medical**

*Full and Part-time*

Enos Home Oxygen Therapy is currently seeking to fill part-time and full-time Customer Service Representative positions.

Interested candidates can apply via email by sending your resume to [employment@enoshomemedical.com](mailto:employment@enoshomemedical.com) or call to set up an interview at 1-800-473-4669.

### **Responsibilities and Duties:**

- Answers incoming phone calls (within a minimum of 3 rings) in a pleasant and professional manner- takes customer orders.
- Maintains open communication with patients/clients and referral sources.
- Responds to patient/client questions and problems.
- Services walk-in customers.
- Assists in preparing driver routes, logs route changes, and driver communication on route sheets as they occur.
- Sets up new patient/client files.

- Verifies private insurance, Medicare, Medicaid coverage.
- Keys direct sales invoices into the computer
- Pulls and keys orders into the computer.
- Prepares invoices for the following day's route deliveries.
- Maintains rental files by verifying customer is still using equipment verifying Medicaid coverage each month and following up on Medicaid Pending patients
- Types follow-up referral letters.
- Complete incoming fax and mail orders in a timely manner
- Performs other duties as requested.

**Qualifications:**

- Graduate of an accredited high school.

**Experience/Knowledge:**

- Previous data entry experience.
- Typing and 10-key skills.
- Excellent organizational and communication skills (verbal and written).
- Excellent interpersonal and teamwork skills.
- Ability to work well under pressure
- Ability to maintain confidentiality and resolve conflict effectively and professionally.
- Ability to multi-task, pay attention to detail, and excellent time management skills

**After a 90 day probationary period we offer the following benefits:**

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K Plan
- Paid Time Off

Enos Home Oxygen & Medical Supply, Inc. is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or

expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law.

**Interested candidates can apply via email by sending your resume to [employment@enoshomemedical.com](mailto:employment@enoshomemedical.com)**

<http://enoshomemedical.com/about-us/employment/employment-application/>

**Recreational Gymnastics Coach – Bay State Gymnastics Academy (Dartmouth)**

*Part-time*

Seeking motivated Gymnastics Instructors with previous teaching experience for our Recreational Preschool-Schoolaged Gymnastics classes. Shifts include weekday afternoons/Evenings and Saturday mornings.

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

**Shipper – Truss and Wall Panel Distribution/National Lumber Family of Companies (New Bedford)**

*Full-Time*

**Description:**

Shipper position available at Reliable Truss and Components – a manufacturing division of National Lumber in New Bedford, MA. Prior experience with building material products and scheduling wide load deliveries preferred. Duties include coordinating shipments, assessing inventory needs, maintaining delivery paperwork, monitoring staff, and Epicor BisTrack computer use. Sense of urgency, organization, and good communication skills required. This is a great opportunity to work in a nice team atmosphere. Full time / full benefits. Please reply with resume.

**Qualifications:**

- Building materials products loading and shipping experience
- Good computer skills

**Benefits:**

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

**Experience:**

- Building materials industry: 1 year (Required)
- Epicor BisTrack computer program: 1 year (Required)
- Shipping: 1 year (Required)

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

**Retail Sales Consultant – AT&T (New Bedford)**

*\$56,950 a year, Part-time, Commission*

Are you a People Person? Then you're an AT&T Person! Do you like helping people? Do you have a strong desire to connect people with technology and entertainment? You may have what it takes to join our amazing team! Our Retail Sales Consultants build solutions for our valued customers and meet/or exceed key sales objectives. They work with a full portfolio of awesome products including wireless, connected car, and wearables. They also offer integrated, seamless, and smart entertainment options including DIRECTV & DIRECTV NOW.

You'll use your knowledge and passion to deliver an effortless customer experience while pursuing challenging and rewarding goals! This role comes with a very competitive salary and commission package as well as awesome benefits. We are passionate about innovation, we love our employees and we love connecting our customers to their world.

Sharing your knowledge with our growing customer base comes

with many rewards. Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of \$47,552 in total compensation in the first year when successfully meeting or exceeding sales goals. Our top sellers earn an average of \$56,950 per year.

**You'll also gain an amazing benefits package, including:**

- Ongoing paid training
- Exciting career paths
- Supportive team environment
- Employer-provided mobile device
- Medical/dental coverage
- 401(k) plan
- Tuition reimbursement
- Paid time off

**Not to mention some pretty cool perks, like:**

- One of our latest devices and a service plan. Using our technology, gain first-hand expertise to share with our customers.
- Discounts on accessories and additional AT&T products and services. That means you always have access to the coolest gadgets around.
- A spring and fall fund to spend on a wide range of Team Color apparel. You'll even receive a welcome kit of fun gear to get you started (including two shirts).

Prior retail or customer-facing sales experience is a plus but not required. AT&T Sales training will be provided. You may be invited to complete an interview by recording a video, so make sure to watch your email for updates. Apply now!

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

**Multiple Positions – New England Farms**

New England Farms is hiring for full and part-time associates

for their new location at 207 Theodore Rice Blvd. in the New Bedford Industrial Park which includes the deli/Pizza Hut express.

Founded in 1998, New England Farms finds the best locations, builds the best, cleanest facilities, and supports them with an exemplary staff delivering great brands. What sets us apart is our customer service.

New England Farms offers gasoline and diesel, and a complete line of convenience store products at competitive prices. We firmly believe in a One Stop Shopping philosophy of offering customers quick access to grocery items, ATM's, lottery, coffee and quick meal options. You will always get the best customer service in the industry...**Every Day, Every Customer, Every Location.**

Want to be part of a growing team? A potential applicant should be reliable, dependable and honest. Cash handling and/or deli experience is a *plus* but not necessary. Salary will be determined based on experience.

To apply visit New England Farms [online](#). You can also send resumes to [tprattjr@ne-farms.com](mailto:tprattjr@ne-farms.com). Please specify in the "Notes" section of the online application or in the email which location and position with which you are interested.

## **New England Farms**

68 S Main St

Assonet, Massachusetts

Phone: (508) 644-3332

*Monday-Sunday: 5:00am-11:00pm*

### **Store Locations:**

- Berkeley – 145 Myricks St
- Bourne – 356 MacArthur Blvd



- Leominster – 180 Central St.
- Middleboro- 447 Wareham St.
- New Bedford – 207 Theodore Rice Blvd.
- North Carver – 133 N. Main St
- Sagamore – 80 Cranberry Hwy
- South Carver – 303 Tremont St.

**Facebook:** [facebook.com/NewEnglandFarms/](https://facebook.com/NewEnglandFarms/)

**Website:** [ne-farms.com/](https://ne-farms.com/)

## **Bookseller – Barnes & Noble (Dartmouth)**

### *Part-time*

As a Bookseller, you sell all our products and deliver world-class customer service through your commitment to our four core service principles. You have a passion for what you do and enrich the customer's experience by sharing your knowledge to determine the customer's needs. You make the store experience interactive and engaging.

### **Essential Functions**

- Provide world-class customer service by delivering the four core service principles: put the book in the customer's hand, offer to order, offer the Member program, and fast cashiering.
- Greet and establish rapport with customers, engaging them in conversations about all our products and services.
- Ask questions to identify customer needs, providing recommendations using your product knowledge to connect our customer with the right solutions.
- Share technical knowledge and enthusiasm about all our digital products and services, providing a personalized experience to multiple customers at the same time.
- Respond to customer's concerns and questions, and wrap up the sale.
- Communicate specific product needs to managers to ensure your store is stocked appropriately with in demand titles and customer requests.

- Ensure that products are put on the selling floor when received, identifying, organizing, shelving, and zoning in accordance with Integrated Store Operations (ISO), Visual Merchandising Standards (VMS), and shelving guidelines.
- Recover the selling floor during each shift, including but not necessarily limited to gathering and picking up items, straightening bookcases, maintaining tables in the Cafe, helping to maintain restroom cleanliness, and performing other store housekeeping tasks as required.
- Assist in any area of the store when necessary; including but not limited to receiving, cashwrap, Cafe, and specialty areas.
- Protect company assets by adhering to all inventory and loss prevention standards, properly completing weekly cycle counts and inventories.
- Help orient new booksellers, ensuring a smooth acclimation to the store and our bookselling culture.
- Act with integrity and trust, promoting our bookselling culture and core values.

### **Qualifications**

- As a bookseller, you sell, sharing your technical and product knowledge with customers and other booksellers, contributing to the overall success of your store.
- You relate easily to others, building rapport and collaborative relationships with the store team and customers.
- You are able to speak with all customers, are a good listener and enjoy working with people.
- You are comfortable in a changing environment, with multitasking, and with learning new systems and processes.
- You comply at all times with the Standards, Policies, and Code of Business Conduct and Ethics set out in the Bookseller Handbook.
- You spend the majority of your time on the selling floor, which requires physical activity, including maneuvering around the store, prolonged standing, repetitive bending, climbing, and lifting.

- Our stores are open daily, which requires early morning, evening, weekend, and holiday availability.
- You should be capable of using a computer and cash register.

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

## **Retail Sales Associate – Amazing Intimate Essentials & 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

**Experience:**

- Retail Sales: 2 years (Required)

**Education:**

- High school (Required)

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

**Member Services Representative – Planet Fitness (Fairhaven)**

As a Member Services Representative, you will be responsible for creating a positive member experience by providing a superior level of customer service to all Planet Fitness members and guests. You will also be responsible for maintaining the cleanliness of all areas of the facility to ensure a positive member experience. At Planet Fitness, our members come first and everything we do is geared towards providing them with the best experience possible.

**You will learn about people quickly in very customer friendly environment and will be responsible for:**

- Greeting members, prospective members and guests with a warm and friendly smile as they come in and leave for the day
- Giving tours of the club, providing membership information and signing new members up
- Answer phones in a friendly manner and assist callers with a variety of questions
- Helping members with any questions or concerns they may have in a timely and professional manner> Only elevating the issue to the Assistant Manager or Manager as needed
- Helping members with needed updates to their accounts

- Assisting in maintaining the neatness and cleanliness of the club whether it involves cleaning equipment or a toilet

**We want you to join our team if:**

- Are at least 18 years or older
- You have an upbeat and positive attitude!
- Are punctual and are reliable.
- Have good communication skills.
- Can flex more than just your muscle. Must be open to a curve ball every once in a while, and must be flexible in responsibilities.
- You are willing and able to work extra hours as required, bring smiles to our members
- Can interact in a positive and professional way with members and co-workers. Enjoy exceeding the member's expectations and only use appropriate behavior and language of course when dealing with any issues at the club.

**Shift Structure (subject to change based on business need):**

- Overnight shifts starting at 10pm
- Morning shifts Monday to Friday hours ranging from 5am to 3pm
- Afternoon shifts Monday to Friday hours ranging from 2pm to 10pm
- Weekend shifts Saturday and Sunday hours ranging from 6:30am to 7:30pm

**Want more reasons?**

- Consistent work schedule
- On the job training and skill development
- Performance based pay increases
- Medical insurance, if hourly requirements are met
- Free Black Card Membership!
- Company sponsored social events

**Physical Demands:**

- Continual standing and walking during shift, so wear comfortable shoes.

- Continual talking in person or on the phone during shift.
- Must be able to occasionally lift up to 50 lbs.
- Will occasionally encounter toxic chemicals during shift like disinfectant products.

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

## **Sales Floor Associate – Dollar Tree (New Bedford)**

### **About us:**

#### **Summary of Position**

- Responsible for assisting with the complete operations of assigned store, in conjunction with assigned tasks and duties.
- Assist in the merchandising of the store.
- Fully cross-trained to assist with cash register operations, customer service and stock replenishment.

#### **Principal Duties and Responsibilities:**

- Handle all sales transactions while operating assigned cash register.
- Maintains security of all cash.
- Protects all company assets.
- Maintains a high level of good customer service.
- Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors.
- Receives merchandise.
- Assist with unloading trucks.
- Works in a safe manner.
- Adheres to and upholds policies and procedures.

#### **Minimum Requirements/Qualifications:**

- General math skills to allow for cash accounting.
- Strong verbal communication skills to allow for proper interaction with customers.
- High level of integrity and honesty; will be responsible for handling cash.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. This is not to be considered a complete list of job duties, which appear in the job description for this position, and which may be amended from time to time at the discretion of Dollar Tree. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor. Dollar Tree is an equal opportunity employer.

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

### **Project Administrative Assistant – Jacobs**

Provide administrative support to ongoing remedial activities at the New Bedford Harbor Superfund Site (NBHSS). Job duties will include file management (paper and electronic), document reproduction as needed, invoice tracking and receiving, purchase requisition dispositions, tracking certified payrolls, purchasing and maintenance of office supplies as needed by the staff, credit-card purchase reconciliations, Government Property tracking, tracking subcontractor hours, loading information in RMS (client database), assisting site staff with daily reports and tracking, and shipping and receiving packages and/or site supplies. The successful candidate will be capable of working effectively in a construction related field setting. Strong verbal and written communication skills required. We are looking for an enthusiastic, dependable, self-starting team player who is organized and able to work effectively in both a team environment and also with minimal supervision. U.S. Citizenship is required. Travel is not required for this position.

#### **Qualifications**

3 – 7 years of related experience in a site or office environment. Computer literacy in the basic Microsoft Office

products (Word, Excel, PowerPoint, etc) is required. Must be U.S. Citizen.

Jacobs is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristics protected by law. Jacobs is a background screening, drug-free workplace.

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

## **Drivers – GotChew**

Are you driven and excited to work in a fast-paced marketplace? **GotChew** is expanding into Fall River and is looking for friendly, reliable drivers. If you're at least 18 years old and a hard worker this might be the perfect time to get in on the ground floor of a great opportunity.

- Set your own schedule—Hours are flexible and you can work times that work for you.
- Good money— Get paid per delivery and keep 100% of your tips. Drivers can make over \$20 per hour!
- Explore new restaurants while remaining local for deliveries.

Our technology for drivers relays the order to you so you can pick up food quickly from restaurants and deliver it to the customers.

- Checklist for applying:
- Valid drivers license
- Valid car insurance
- A reliable vehicle
- A smartphone (Android or Apple)
- \* You must be at least 18 years of age



How to apply:

Website: [gotchew.co/driver](http://gotchew.co/driver)

Facebook: [facebook.com/pg/gotchewco/jobs/](https://facebook.com/pg/gotchewco/jobs/)



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Multiple Positions – Dunkin' Donuts

**DUNKIN'**

**COMING  
SOON**

READY.SIP.GO.

**NOW HIRING:**

BARISTAS, CASHIERS, ASSEMBLERS, BAKERS  
& PREP

STARTING AT \$12.00 PLUS TIPS

**HOW TO APPLY?**

E: [NOW-HIRING@DALYKENNEY.COM](mailto:NOW-HIRING@DALYKENNEY.COM)

P: 508-995-0513

**ESPRESS-O YOURSELF**

Dunkin' is opening a new location in the North end of New Bedford is now hiring! The job pays \$12 /hour plus tips. Benefits for employees that meet qualifications include: paid vacation and health insurance.

Want to apply? Call 508.995.0513 and they will match you up to a store nearest you.

You can also email: [now-hiring@dalykenney.com](mailto:now-hiring@dalykenney.com)

**Customer Service – Walgreens (New Bedford)**

Models and delivers a distinctive and delightful customer experience. Registers sales on assigned cash register, provides customers with courteous, fair, friendly, and efficient checkout service.

### **Customer Experience**

- Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience.
- Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.).

### **Operations**

- Provides customers with courteous, friendly, fast, and efficient service.
- Recommends items for sale to customer and recommends trade-up and/or companion items.
- Registers customer purchases on assigned cash register, collects cash and distributes change as requested; processes voids, returns, rain checks, refunds, and exchanges as needed.
- Keeps counters and shelves clean and well merchandised, takes inventory, and maintains records. Checks in and prices merchandise as required or as directed by store manager or communicated by the shift leader.
- Implements Company asset protection procedures to identify and minimize profit loss.
- Ensures compliance with state and local laws regarding regulated products (e.g., alcoholic beverages and tobacco products).
- Constructs and maintains displays, including promotional, seasonal, super structures, and sale merchandise. Completes resets and revisions as directed.

- Assists with separation of food items (e.g., raw foods from pre-cooked) and product placement as specified by policies/procedures (e.g., raw and frozen meats on bottom shelves). For consumable items, assists in stock rotation, using the first in, first out method and restock outs.
- Has working knowledge of store systems and store equipment.
- Provides customer service in the photo area, including digital passport photo service, poster print and creative machine, suggestive sell of promotional photo products.
- Assumes web pick-up responsibilities (monitors orders in Picture Care Plus, fills orders (pick items), delivers orders to customers as they arrive at store).
- Assists with exterior and interior maintenance by ensuring clean, neat, orderly store condition and appearance.
- Complies with all company policies and procedures; maintains respectful relationships with coworkers.
- Completes special assignments and other tasks as assigned.

### **Training & Personal Development**

- Attends training and completes PPLs requested by Manager or assigned by corporate.
- Must be fluent in reading, writing, and speaking English. (Except in Puerto Rico)
- Requires willingness to work flexible schedule, including evenings and weekend hours.
- Prefer six months of experience in a retail environment.
- Prefer to have prior work experience with Walgreens.

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

### **Host – The Black Whale & Carmine's**

*\$11 – \$13 an hour – Full-time, Part-time*

### **Job Description:**

- Ability to provide top notch customer service in a fast-paced and/or upscale environment.

- A positive attitude and ability work well under pressure with all restaurant staff.
- Does high-quality work while unsupervised.
- Able to work in a standing position for long periods of time.
- Able to safely lift and easily maneuver trays of food when necessary.
- Willing to follow instructions and ask questions for clarification if needed.
- Able to handle money accurately and operate a point-of-sale system.
- Able to work in a busy restaurant environment.
- Restaurant experience a plus.

**Experience:**

- Host: 1 year (Required)

**Language:**

- English (Required)

**Work authorization:**

- United States (Required)

**Shifts:**

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

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

**Retail Positions – Sales, Customer Service, Stock Associates – Bed Bath & Beyond (Dartmouth)**

Often times, people think that all retail positions are the same... and for the most part, they may be right! But when it comes to the merchandise we sell, the people that work for us and the scheduling flexibility we offer, we are definitely different! Our stores are very entrepreneurial and we have a

unique approach to customer service, we are TRULY a retail phenomenon.

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

## **Store Associate/Stocker – Big Lots! (Fairhaven)**

### **Description**

Performs general store operational duties including cashiering, customer service, truck unloading, stocking, merchandise recovery, and light cleaning or maintenance as assigned.

1. Greets and assists customers as needed in order to maintain the highest level of customer service.
2. Maintains and operates point-of-sale systems efficiently and accurately.
3. Drives customer loyalty program participation, including sign ups and rewards processing at check-out.
4. Participates in the freight flow process including truck unloading, stocking, merchandise presentation and recovery.
5. Participates in furniture department operations including carry-outs and display assembly as needed.
6. Maintains appearance of the store's interior and exterior to company standards including light maintenance duties and cleaning.
7. Performs daily front-end maintenance including check stand cleanliness, replenishment of merchandise and supplies and floor safety.
8. Performs other tasks as assigned by Store Leadership, such as cart retrieval, shrink control and safety-related tasks.

### **Qualifications**

1. High School Diploma, GED or equivalent work experience required. Must be at least 18 years of age.
2. Strong customer service and communication skills required.
3. Ability to work a flexible work schedule including nights,

weekends and holidays required.

4. Prior retail experience preferred.

5. Previous experience operating a cash register preferred.

6. Ability to lift, carry, push, and pull a minimum of 50 pounds required. Ability to unload freight, to move product on and off of store shelves, to walk, stand, bend, stoop, or kneel for long periods of time, and to move freely throughout store on a continual basis required.

7. Basic English literacy and math skills required.

We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws.

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

## **Sales Associate – Hot Topic Inc. (Dartmouth)**

### *Part-time*

Join the loudest store in the mall! We're looking for music and pop culture fanatics to help create the best experience for our customers. As a Hot Topic Sales Associate, you'll be a huge part of our success by providing the best customer service, ensuring that fellow fans are able to get their hands on the Merch they love. You'll share your fandom knowledge, stock and replenish product, and help merchandise the store in a visually appealing way, all while being hyper focused on the in-store experience.

### **WHAT YOU'LL DO**

- Provide an amazing shopping experience that will encourage customers to return. They'll be impressed by your product knowledge, customer experience skills and use of the Force
- Cover the sales floor zone and ensure that assigned areas are up to visual standards
- Work the register; you'll process sales transactions and use

your fandom knowledge to drive add on sales

- Assist with planogram changes including store map, wall, fixture, & merchandising mix
- Let your voice be heard! You'll communicate fashion & music trend information to management and respective HQ partners
- While we welcome wizards, we don't like it when spells are stolen. You'll work with Store Management to ensure there's no misuse of spells and wizardry around theft
- Support the maintenance of the mothership; you'll help keep the stock room organized and the store tidy
- Any other activities as assigned by your Store Leader

#### WHAT YOU'LL NEED

- Previous experience working in a retail environment. If you love music and pop culture, you're in the right place!
- Superpowers in providing customer service and selling
- You'll have to be at least 16 years of age to join the fandom force
- Avenger like collaboration and communication skills
- The usual retail stuff: able to stand and walk around during scheduled hours, reaching for Merch using ladder, step stool and poles. You'll also have to be able to move around boxes awesome merchandise that may weigh up to 50 pounds

Interested in applying? See full details and how to apply