

# The South Coast Hot Jobs List – 15 October 2015



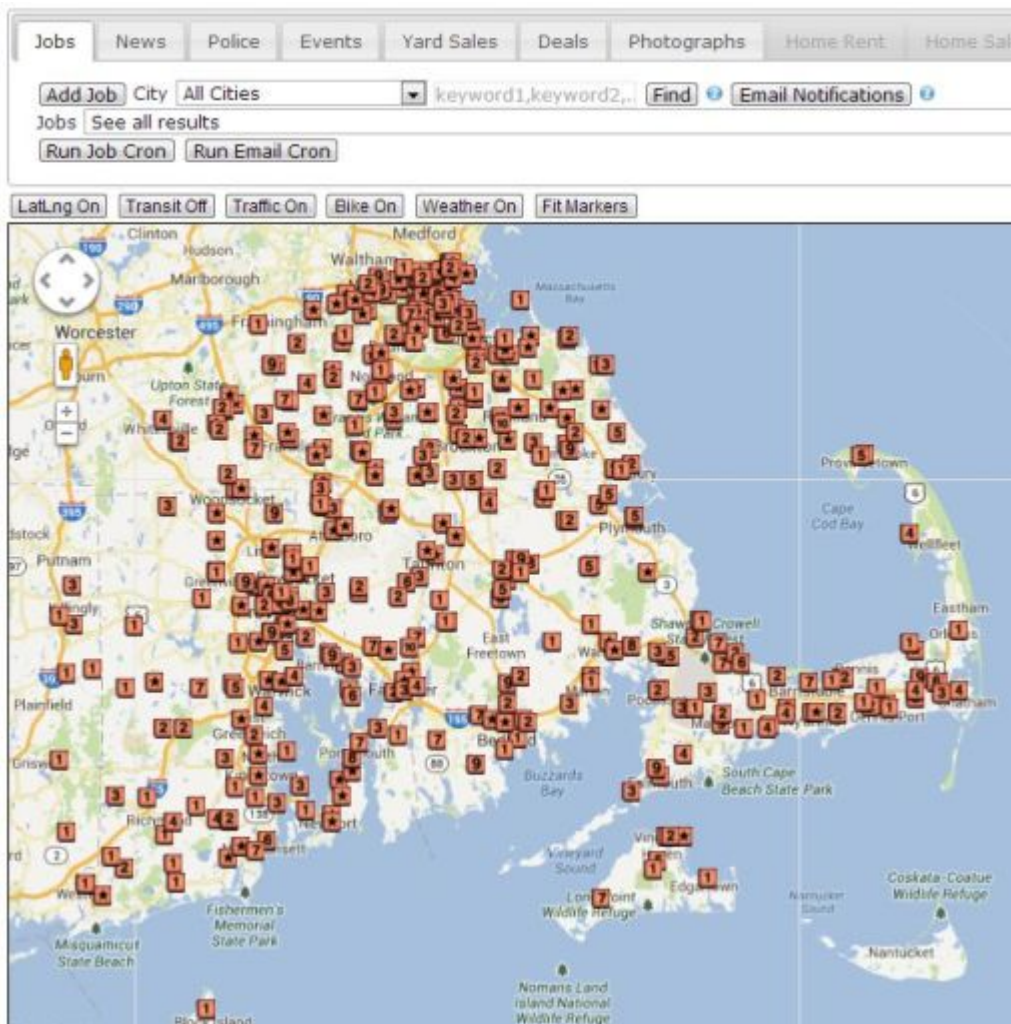
by  
Michael  
Silvia

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

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

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

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of October 15, 2015:

**01. Domino's Pizza – drivers, pizza makers and team members** (109 Rockdale Ave and 972 Kempton St. New Bedford) – Join Our Award-Winning Team! Great compensation, flexible hours, positive team atmosphere! Full job descriptions **here**.

**02. HVAC Service & Installation Technician**  
 Brodeur & Sons, Inc., is currently seeking EXPERIENCED HVAC SERVICE & INSTALLATION TECHNICIAN for an immediate opening. Oil burner license and CDL/Hazmat license a plus, but not necessary. If you are a hard worker with dedication to superior customer service, please call our office for an interview. We can be reached at 508-995-5151 or at phbrodeur@aol.com. Or stop by our office at 525 Church Street, New Bedford, MA 02745, office hours are Monday through Friday

8am to 4:30pm. Full details and application process [here](#).

**03. Roofers/Installers – Renewable Construction Services, LLC (New Bedford)**

Renewable Construction Services, LLC (MA License #21812-A) is a rapidly growing electrical contractor headquartered in New Bedford, with a growing client list and numerous residential and commercial projects scheduled. Our projects include solar installations. At least one year of roofing experience required. Expect up to 40 hours of work weekly. Looking to hire immediately Full details and application process [here](#).

**04. Buyer – First Transit (New Bedford)**

Identify and qualify new low-cost suppliers for raw materials. Reviews master production schedule and work orders from others. Establishes priorities for specific customer orders. Revises schedule according to work order specifications, established priorities, and availability or capability of workers, parts, material, machines, and equipment. Full details and application process [here](#).

**05. Food Service Positions – New Bedford Public Schools**

Cafeteria duties required for the following positions: One 3-Hour Cafeteria, Cashier and Two 4-Hour Cafeteria Helpers. Full details and application process [here](#).

**06. Assistant Manager – Dollar Tree (New Bedford)**

Assistant Store Managers at Dollar Tree are responsible for the following: Assisting in the realization of your store's maximum profit contribution. Protect all company assets. Maintain a high level of good customer service. Opening and closing the store. Creative problem solving in the areas of: Associate Development, Maximizing Sales Potential, Controlling Expense and Shrink, Merchandise Display, Store Signage Placement. Full details and application process [here](#).

**07. Assistant Manager – Tedeschi Food Shops (New Bedford)**

Manages by assisting and/or replacing the General Manager in his/her absence. The Assistant Manager needs to be fully prepared to do all the managerial duties and complete them in the time allowed. The Assistant Manager must maintain the daily routine of the store. You are part of the stores management team and must work as a team player. Full details and application process [here](#).

#### **08. Clerk\Cashier – CVS Health (New Bedford)**

To ensure customer satisfaction by handling each customer with the eye's, hi's and help. To ensure each customer has a positive shopping experience and to remember that the customer is the top priority. Required Qualifications: Must be at least 16 years of age. Ability to complete the following tasks: Operate a cash register including cash transactions, checks, charges. Follow company policies and procedures regarding cash register performance. Request additional help when needed to increase customer satisfaction. Greet each customer using the eye's, hi's and help at all times and assist customers with their questions, problems and complaints. Price merchandise utilizing price guns. Full details and application process [here](#).

#### **09. Delivery Driver – Advance Auto Parts (New Bedford)**

Essential Job Skills needed to be a Mobile Pro: Must possess good verbal communications skills, including good customer. Service and salesmanship abilities. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, parts catalogs, and procedure manuals. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Full details and application process [here](#).

#### **10. Receptionist – Greater New Bedford Community Health Center**

Qualifications: High School diploma or GED. Experience in computer data entry required. Experience in dealing with general public. Excellent communication skills, both oral and written; excellent organizational and good time management

skills. Demonstrated ability to accurately attend to detail. Ability to work independently with a minimum of supervision. Ability to speak Spanish or Portuguese preferred. Summary of primary duties and responsibilities: Ability to understand, explain, and apply free care regulations, rules, policies and procedures. Orients all self-pay patients and the underinsured patients regarding programs within the Health Center. Registers patients upon arrival, ensuring that all demographic information is updated and accurate. Verifies eligibility of insurance for all patients. Confirms patient appointments. Full details and application process [here](#).

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Be sure to also check out our Job Portal to find jobs by location on a map: [newbedfordguide.com/map-page#pm\\_jobs\\_tab](http://newbedfordguide.com/map-page#pm_jobs_tab). Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

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## **The South Coast Hot Jobs List – 08 October 2015**



by  
Michael  
Silvia

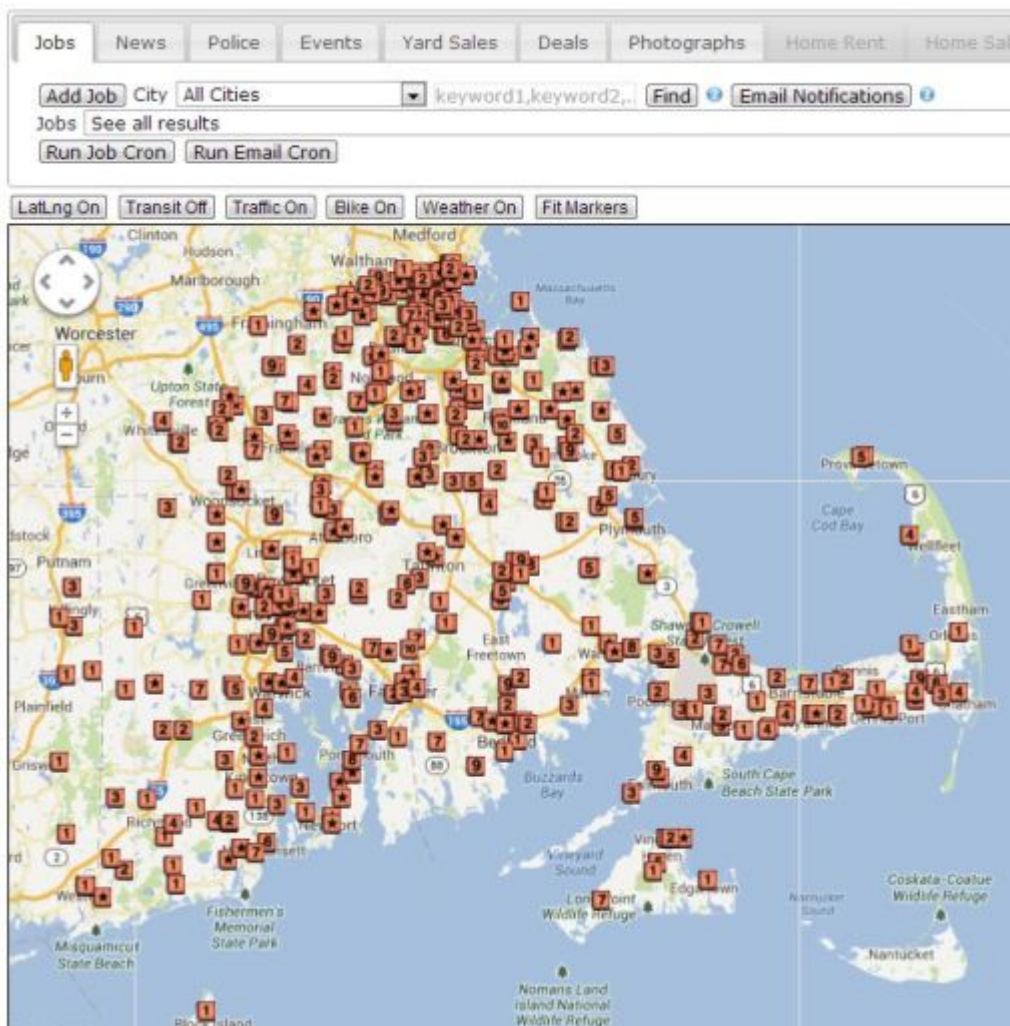
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**02. HVAC Service & Installation Technician**

Brodeur & Sons, Inc., is currently seeking EXPERIENCED HVAC SERVICE & INSTALLATION TECHNICIAN for an immediate opening. Oil burner license and CDL/Hazmat license a plus, but not necessary. If you are a hard worker with dedication to superior customer service, please call our office for an interview. We can be reached at 508-995-5151 or at [phbrodeur@aol.com](mailto:phbrodeur@aol.com). Or stop by our office at 525 Church Street, New Bedford, MA 02745, office hours are Monday through Friday 8am to 4:30pm. Full details and application process [here](#).

**03. Supercuts Stylist – Supercuts (Fairhaven)**

Stylists at Regis provide guests with excellent service providing the full range of hair care services offered by their salon, such as cutting, styling, coloring, washing and perming hair and providing wax treatments. Regis endeavors to provide every guest with a great experience every time they visit by providing quality consultations, exceptional service and the knowledge to duplicate the desired look at home. Full details and application process [here](#).

**04. Assembler – Lockheed Martin (Mario)**

Ability to read/comprehend MEI's, PWI's and manufacturing prints supplied and assemble various products meeting IPC 610 standards and customer requirements. Strong soldering ability and working knowledge of IPC 610 workmanship standards and component identification. Full details and application process [here](#).

**05. Garage Foreman – First Transit (New Bedford)**

Oversees maintenance, repair, and overhaul of buses and related equipment. Major Responsibilities: Schedules fleet maintenance, assists in troubleshooting problems with



equipment. Communicates availability of vehicles for service with dispatch. Supervisor's maintenance operations. Plans and distributes the work. Delegates responsibilities as appropriate and monitors performance. While involved in reviewing personnel actions (e.g. hiring, promotions and discipline), all such actions are further reviewed and approved by higher management. Full details and application process [here](#).

#### **06. Assistant Manager – Dollar Tree (New Bedford)**

Assistant Store Managers at Dollar Tree are responsible for the following: Assisting in the realization of your store's maximum profit contribution. Protect all company assets. Maintain a high level of good customer service. Opening and closing the store. Creative problem solving in the areas of: Associate Development, Maximizing Sales Potential, Controlling Expense and Shrink, Merchandise Display, Store Signage Placement. Full details and application process [here](#).

#### **07. Bank Teller – Santander Bank (New Bedford)**

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

#### **08. Clerk\Cashier – CVS Health (New Bedford)**

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#### **10. Receptionist – Greater New Bedford Community Health Center**

Qualifications: High School diploma or GED. Experience in computer data entry required. Experience in dealing with general public. Excellent communication skills, both oral and written; excellent organizational and good time management skills. Demonstrated ability to accurately attend to detail. Ability to work independently with a minimum of supervision. Ability to speak Spanish or Portuguese preferred. Summary of primary duties and responsibilities: Ability to understand, explain, and apply free care regulations, rules, policies and procedures. Orients all self-pay patients and the underinsured patients regarding programs within the Health Center. Registers patients upon arrival, ensuring that all demographic information is updated and accurate. Verifies eligibility of insurance for all patients. Confirms patient appointments. Full details and application process [here](#).

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# Help Wanted: Kia of Dartmouth

**Client Care Specialist (Dartmouth, MA)**

**Compensation: Salary and Commission**

**Employment type: full-time**

Are you a friendly, energetic person, with a great attitude and verbal skills? E-mail me your resume and cover letter because we have a great career opportunity for you in our Business Development Center at Kia of Dartmouth!

As a Client Care Specialist you will be extensively trained using industry leading tools to answer customer questions and schedule appointments to visit our dealership. Additionally, you will be responsible for outbound follow up calls, but absolutely NO COLD CALLING or car sales.

Strength in both appointment setting and building product value are required (don't worry we train you for everything). Candidates should have superior telephone skills, some computer experience, able to grasp new concepts quickly and an overwhelming need to succeed. Prior experience in the automotive industry not required, in fact not preferred. Compensation includes: Salary, Commission as well as health, dental insurance!

All candidates must be able to work some weekends, some

evenings, and be able to pass a pre-employment drug screening.

**Leading Automotive Retailer Seeks a Hungry Tiger!**

**Our top performers earn 100K yearly! Even if you have little or no automotive experience, our training program will teach you the skills required for success.**

We are looking for the following qualities:

Goal oriented person with a history of achieving success

Professional appearance

Ability to work with a computer

Professional phone skills

Ability to write professional e-mails

To be considered for this position, please follow the below directions:

Send your resume and salary history to: **[jbraga@kiaofdartmouth.com](mailto:jbraga@kiaofdartmouth.com)**. Included in your e-mail, please tell us in 100-200 words why we should consider you as an applicant. Make a video with your smartphone or video camera and sell us an object such as your vehicle or an item in your house. We don't expect it to be perfect; we just want to see your creativity and passion. All qualified applicants who complete the above steps will be rewarded with an interview.

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**Help Wanted: Parking  
Supervisor (City of New  
Bedford)**

**CITY OF NEW BEDFORD**

**PARKING SUPERVISOR \$12.58hr – \$17.66hr**

## **TRAFFIC COMMISSION**

Enforces parking regulations and restrictions. Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific violations. Possession of valid Massachusetts driver's license with a good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. For complete job description and application instructions, visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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# **Help Wanted: City Planner (City of New Bedford)**

CITY OF NEW BEDFORD

CITY PLANNER \$66,722 – \$81,388

DEPARTMENT OF PLANNING, HOUSING AND COMMUNITY DEVELOPMENT

Serves as a lead planning professional performing a variety of supervisory, administrative, technical and professional tasks in the initiation, oversight and execution of future short- and long-range City planning initiatives. Manages and supervises city planning operations and staff so as to achieve

goals and performance objectives within available resources in a manner consistent with city code and state laws including the Zoning Act and Subdivision Regulations. Prepares Planning Division annual budget for the Director of Planning, Housing & Community Development and administers budget as adopted. Oversees the review process and provide recommendations as appropriate for small and large scale development within the city including subdivisions, site plan review, special permit applications, comprehensive permits, and other formal and informal processes needed to assess and analyze proposals including evaluating such proposals for conformity to established plans and ordinances and evaluating proposals' development impact as they relate to the adopted plans of the city. Prepares a variety of formal and informal studies, reports and related information for decision-making purposes. Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects. Negotiates, coordinates and manages planning consultant contracts.

Master's degree in planning, public policy or related field desirable. Graduation from an accredited four-year college or university with a degree in land use planning, urban planning, or a closely related field required. Five years of progressively responsible experience in urban and/or land use planning. Municipal experience preferred, or any equivalent combination of education and experience. AICP Certification is preferred, or the ability to obtain certification within one year. Possession of a valid Massachusetts driver's license and good driving record.

For job description/application, please visit: [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Department at 508-979-1444. New Bedford has a residency requirement. EEO

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# The Zeiterion Theatre is seeking a graphic designer



Graphic Designer position available! The Zeiterion Theatre seeks an in-house, 20 hour a week graphic designer to support the work of our Senior Designer. Create ads, posters, programs, signage, e-blasts, brochures, mailers, and assist with web site updates.

Requirements: Knowledge of Creative Suite, ability to meet daily deadlines with efficiency and accuracy, strong organizational and time management skills, the ability to work under pressure, juggle multiple priorities, and apply brand consistency. B.A. or equivalent work experience required. Able to work with PC and MAC operating systems.

To apply: Send resume and link to design samples to [ppimentel@zeiterion.org](mailto:ppimentel@zeiterion.org) with subject "Graphic Designer" by 10/5/15. Please share!

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# The South Coast Hot Jobs List – 01 October 2015



by  
Michael  
Silvia

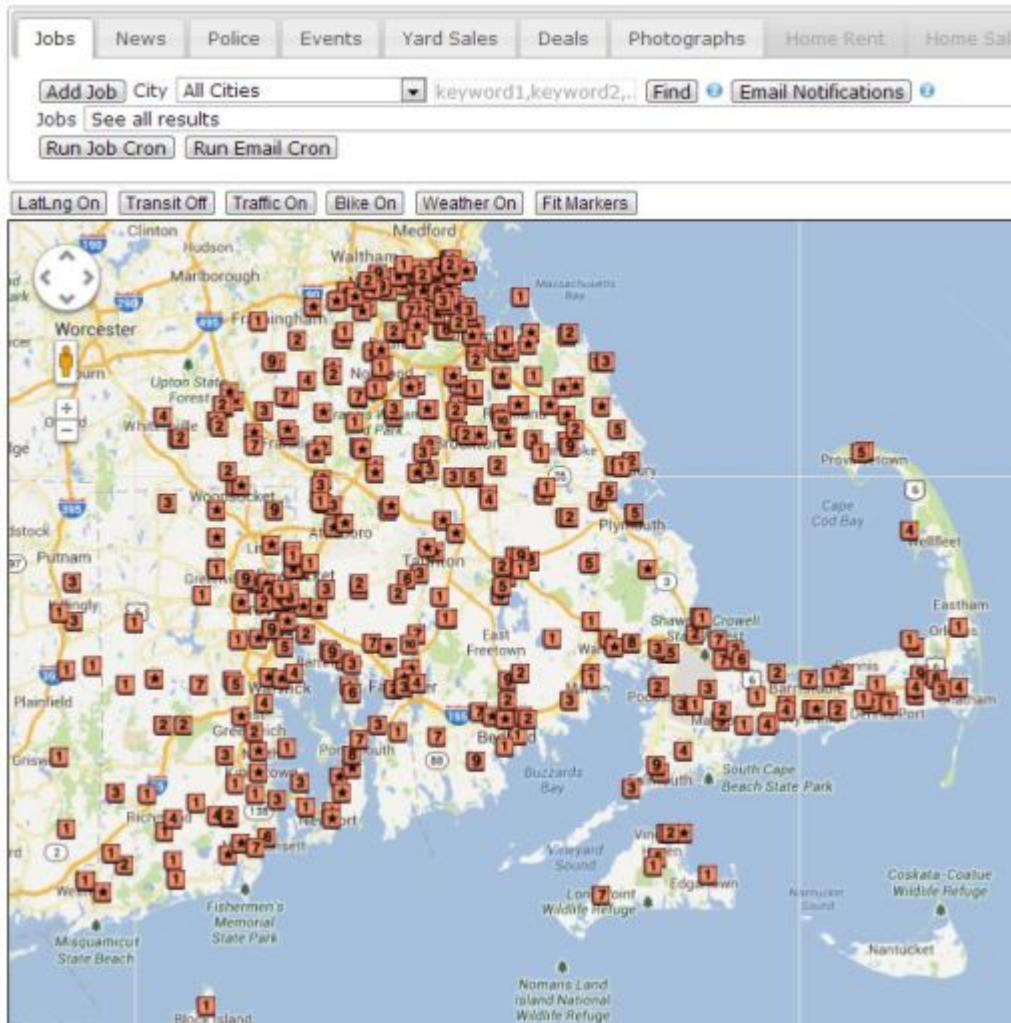
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8am to 4:30pm. Full details and application process [here](#).

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**04. Office Manager – All Hands Volunteers (Mattapoisett)**

\$12 an hour. A versatile position for an Office Manager within a dynamic, hardworking, international non-profit organization that provides relief and long-term recovery to survivors of natural disasters through the use of committed volunteers. This position reports directly to the Executive Director, and is responsible for the administrative operations of the corporate headquarters office in Mattapoisett, MA. Scheduling: part-time; 20 hours per week; 5 days per week. Full details and application process [here](#).

**05. 2nd Shift Maintenance Supervisor – High Liner Foods (New Bedford)**

You will be responsible to lead the Maintenance team to provide efficient and timely maintenance services to the New Bedford, MA facility, while maintaining safety and quality standards. This will include all mechanical/electrical services, including the plant's processing equipment. Full details and application process [here](#).

**06. Customer Service Representative – Randstad (New Bedford)**

\$12.50 an hour

Our client, one of America's most well-known computer technology corporations is seeking Customer Service representatives. Associates to provide high level of customer support to customers by phone. In the position will assist clients over the phone with health provider enrollment

inquiries and other related questions. This company, located in New Bedford, is providing candidates with a 3 week paid training and 1 year contract assignment, with the possibility of extension or conversion for the top performers. Full details and application process [here](#).

**07. Delivery Driver – Part Time – Rent-A-Center (New Bedford)**

You'll work in a fast-paced and physically engaging environment where you manage a daily delivery schedule to safely and securely load, deliver and install appliances, electronics and furniture in customer's homes and educate customers on how to operate their new items. You'll also be responsible for in-store merchandising. Full details and application process [here](#).

**08. Customer Service Representative – Family Dollar (New Bedford)**

As a Family Dollar Customer Service Representative you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise. Full details and application process [here](#).

**09. Sewing Machine Operator – H. Loeb Corporation (New Bedford)**

Stitcher Wanted: Minimal sewing experience needed, easy flat stitching of non-garment items, will train. Other duties include: Light industrial work, Assembly, Cutting, Packing, Counting and Measuring. Full-time: \$10.50 /hour. Full details and application process [here](#).

**10. Restaurant In-Store – Papa John's Pizza (New Bedford)**

\$12 an hour. Come Join the Better Ingredients, Better Pizza Team as a Cashier / Cook for our restaurant! Business is booming and we are now hiring for all in-store positions (full and part time). Besides your enthusiasm and a great work ethic, critical ingredients needed: A positive, friendly

attitude and exceptional customer service skills. Basic math and cash management experience preferred. Ability to work nights and weekends. Full details and application process [here](#).

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## **Help Wanted: Assistant Project Manager (City of New Bedford)**

CITY OF NEW BEDFORD

ASSISTANT PROJECT MANAGER \$33, 328 – \$41,909

PARKS, RECREATION & BEACHES

Manages, plans and implements supportive recreation programs for all ages and abilities while performing supervisory and administrative functions related to daily operations of the department's Out of School Time Programs. Plans, implements, coordinates, supervises and evaluates the overall scope of Out of School Time Programs including, but not limited to, after school programs, summer and vacation camps, and other events. Performs duties related to the daily operations of the Out of School Time Programs, and carries out entire operations with minimal supervision. Develops and plans ongoing programs, arts

and crafts classes, cultural programs, one-day events, and educational programs. Instructs classes when needed and assists/mentors staff instructing programs.

Oversees staff training, program development and program participation and is responsible for all aspects of operation, ensuring safety and preparation for participation. Makes sure all department policies and regulations are adhered to; keeps and maintains accurate data and records of programs and figures used in analysis and accurate record keeping. The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

Bachelor's degree or college-level training required; supervisory ability, experience resolving problems usually associated with one to three years' experience preferred. Minimum three years of working with youth in a recreation, education or coaching environment; or any combination of equivalent education and experience. Possession of a valid Massachusetts driver's license with good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For more information, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Resumes are only accepted with a completed employment application. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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# The South Coast Hot Jobs List – 24 September 2015



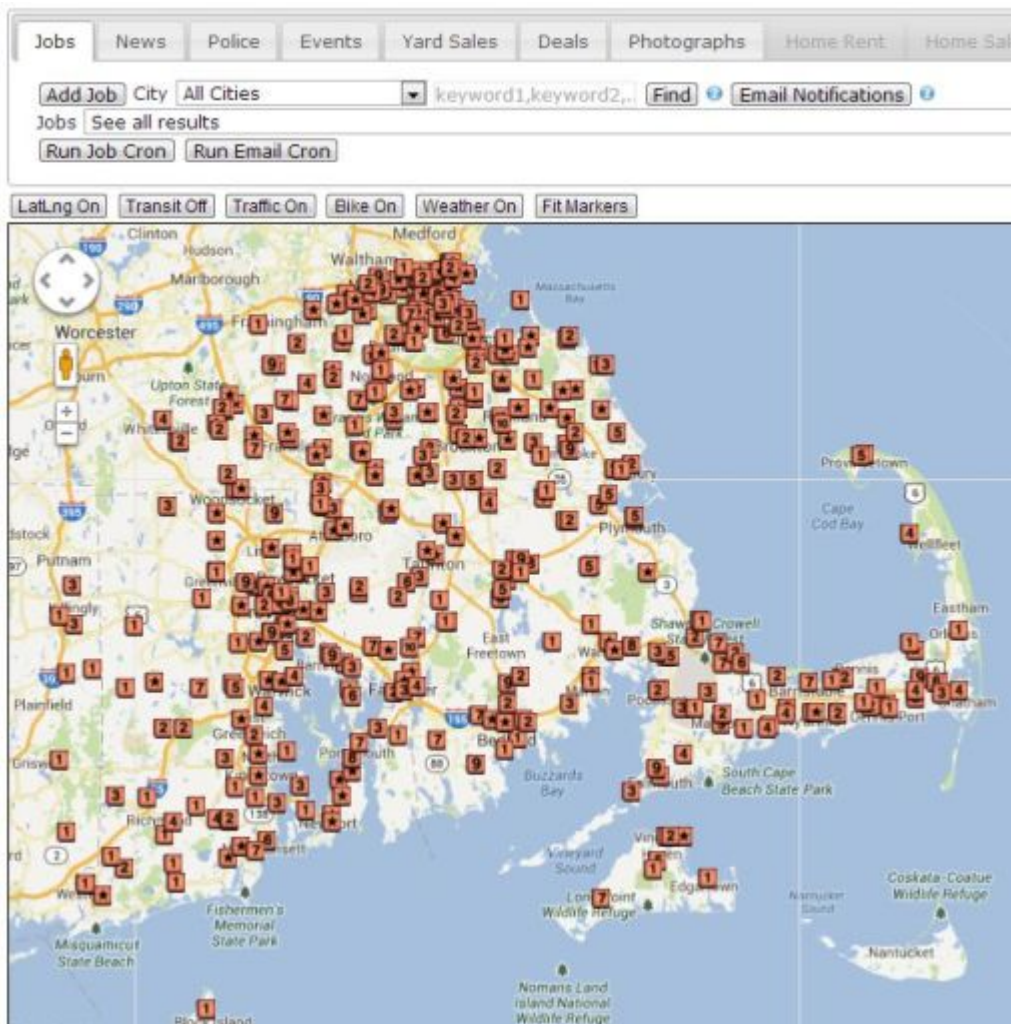
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8am to 4:30pm. Full details and application process [here](#).

**03. Crew Member- Wendy's (Fairhaven)**

Our candidate has a strong customer focus, initiative, and a can-do attitude. We're looking for real team players who can take and receive direction well and accomplish many tasks during one of our action-packed shifts. Whether you're wearing a headset and manning the drive-thru, greeting customers and running the register, preparing menu items, loading stock or keeping the restaurant clean and inviting, your accuracy and attention to detail are qualities that will make you a star player on the Wendy's team. Full details and application process [here](#).

**04. Diesel Mechanic – Ryder (New Bedford)**

Under close supervision, this position performs minor routine maintenance and repair services on different types of vehicles. Works with the assistance of a T2, T3, T4, TIC SS or SM, when performing technical and diagnostic type repairs. Task assignments are directed by shop management to encourage development in a productive manner. Full details and application process [here](#).

**05. Operations Manager – Morgan Advanced Materials (New Bedford)**

The Operations Manager oversees and manages the day to day production environment on site, with a strong emphasis on continuous improvement. The role requires a strong managerial skill set, including experience with team building, leadership skills, EH&S systems, scheduling, 5S, lean background, inventory management, quality, and continuous improvement. Role model and demonstrate the company's core values of respect, honesty, integrity, diversity, inclusion and safety of others. Full details and application process [here](#).

**06. Shipping Assistant – Nutex Industries Inc (New Bedford)**

Textile company looking for a self motivated and organized person to assist in daily shipment. Must have computer skills and must speak English, Portuguese is a plus. Must work well

with others. Duties involve:

Pick and Pack orders, Create Invoices, Schedule Trucks. Must be able to pick up and move 50 lb boxes and heavier. Full time position plus overtime. Full details and application process [here](#).

**07. Accounts Payable Clerk – High Point Treatment Center (New Bedford)**

Part-time accounts payable processing position (min 20 hours per week) with potential for full time position.

The qualified candidate should have 1 year+ experience in processing accounts payable including reviewing and coding vendor invoices as well as reconciling vendor statements. Experience with Microsoft Dynamics and Papersave software preferred. High School diploma required. Be computer literate, skilled in Microsoft Excel, Word, and Outlook. Full details and application process [here](#).

**08. Elementary Art Teacher – New Bedford Public Schools**

The New Bedford Public Schools is seeking a dynamic visual art teacher to join our team of elementary educators. This position is full time but at multiple elementary schools teaching visual arts to grades K-5. Schools and schedule will be determined based on the needs of the district. A qualified applicant will: hold Massachusetts Department of Elementary and Secondary Education license as an Academic. Full details and application process [here](#).

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Stitcher Wanted: Minimal sewing experience needed, easy flat stitching of non-garment items, will train. Other duties include: Light industrial work, Assembly, Cutting, Packing, Counting and Measuring. Full-time: \$10.50 /hour. Full details and application process [here](#).

**10. Bookseller – Part-Time – Barnes & Noble (North Dartmouth)**

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. Full details and application process [here](#).

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## **Help Wanted: Program Monitor (City of New Bedford)**

CITY OF NEW BEDFORD

PROGRAM MONITOR \$10.00 – \$12.00/hr

PARKS, RECREATION & BEACHES (ANDREA MCCOY RECREATION CENTER)

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Leads others in recreational activities and supervises all programs and other recreational activities within the recreation center, and at parks and community sites. Ensures a safe, productive and caring environment for children and staff; develops programs for children with the PRB staff; provides guidance to recreational aides, volunteers, and participates in conducting recreation activities; and assists professional staff in planning and conducting recreation

activities and events, in addition to providing customer service to the community. 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. Performs data entry and other clerical functions as directed

Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For more information, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Resumes are only accepted with a completed employment application. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO