

The South Coast Hot Jobs List – 11 Sep 2013

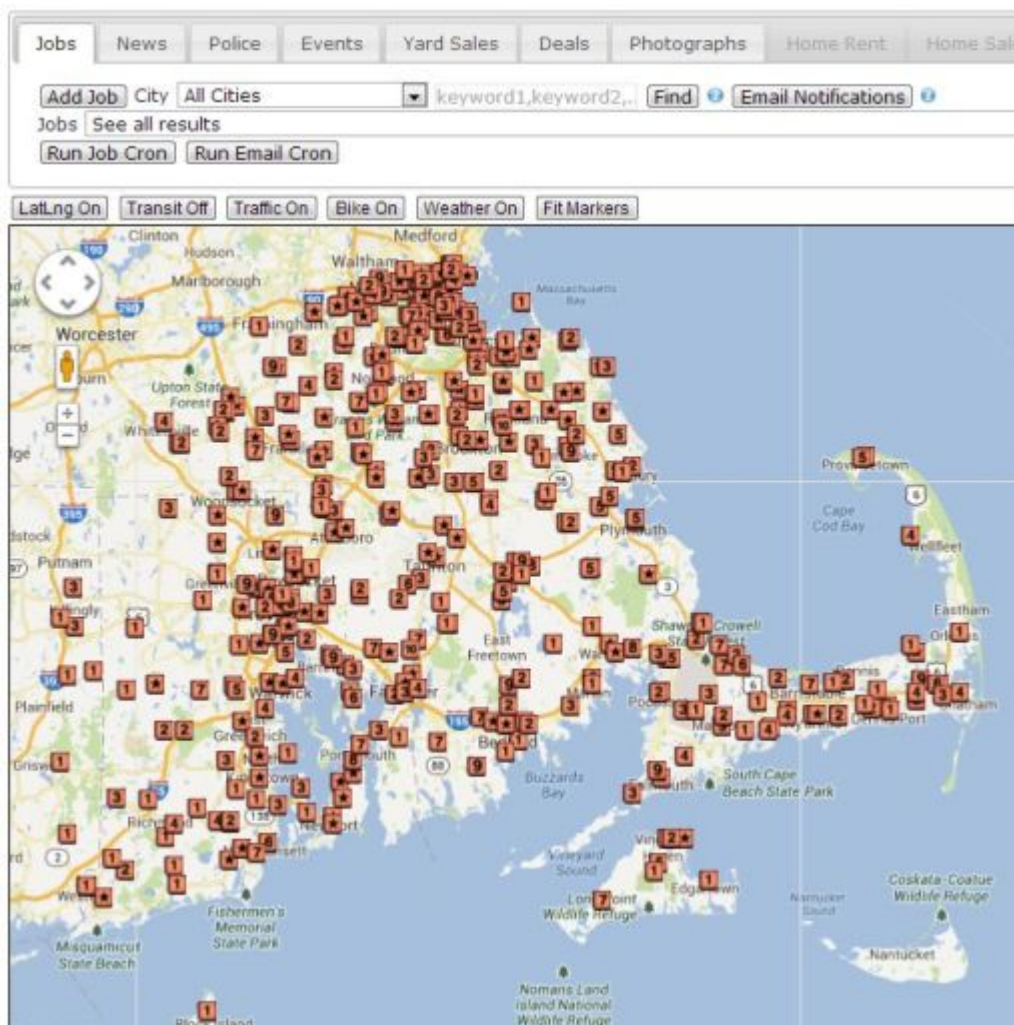


by
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The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings. To solve this, each week New Bedford Guide will be working with the New Directions Southcoast (also known as the Greater New Bedford Career Center) and pulling 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**. Unless noted otherwise, those interested in these positions or want more information should go to the Greater New Bedford Career Center at 618 Acushnet Avenue. Be sure to also check out our Job Portal to find jobs by location on a map: http://www.newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our **e-mail subscription service**.

If there is not a link to applying for one of the jobs listed, contact Sharon Martin, Business Services Representative at 508-990-4115 or feel free to stop by the Greater New Bedford Career Center. These positions are posted on

mass.gov/jobquest.



Here are the Hot Jobs from the Greater New Bedford Career Center as of September, 11th, 2013:

1. Child Care Receptionist #2988591 – Busy Child Care Resource and Referral Agency is looking for an Office Assistant who speaks Spanish. The majority of the job is scheduling appointments for clients from the Department of Transitional Assistance. This person should have a secretarial background. Early Childhood is helpful. Must be able to work one Saturday a month and two Thursdays a month 11 a.m. – 7 p.m. Regular hours are 9 a.m. – 5 p.m. Must be able to work independently and with others.

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

Deadline to apply: 5:00 p.m., Monday, September 16, 2013.

2. Home Base Care Coordinator #2988595 – Associates degree or equivalent work experience in Human Services. Knowledge of basic housing laws, job training programs, and sensitivity to the needs of low-income people. Ability to maintain accurate and detailed client files. Ability to work with clients in crisis. Driver's license and reliable transportation required.

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Deadline to apply: Monday, September 16, 2013

3. Dental Receptionist #2988636 – Hours vary Monday thru Friday 9:00am to 8:00pm and Saturdays 8:00am to 4:00pm. You must be flexible. Past medical office experience is helpful, but not necessary we will train right candidate. Excellent customer service skills person to person and phone. Microsoft Office. Bilingual a plus. Past experience with medical billing would be an asset.

4. Receptionist (Part-time) #2992886 – Hours are Monday thru Thursday from 5:00pm to 8:00pm and Sundays from 11:00am to 5:00pm.

Reputable dealership in Swansea looking for a Receptionist. Must have excellent customer service skills both person to person and on the phone. Computer skills are a MUST.

Interested Applicants can complete an application at the Greater New Bedford Career Center.

5. Drivers #2993039 – We are growing again!! (New Bedford, MA). Places To Go, LLC is looking to add to our team. Here's what we offer:

- Clean, Safe vehicles; Flexible Schedules; Good Pay
- Opportunity for growth; Fun and professional coworkers.

Clean Criminal Record (CORI); Must be able to pass a Drug Screen. Must have flexible availability, days , nights, holidays, weekends if necessary and CAN DO Attitude. Great

knowledge of the Greater New Bedford Area. Clean driving Record a Must! 3+ years driving experience. Must be at least 21. CPR Certification a must! Portuguese /Spanish speaking a plus!

6. Data Entry #3004669 – Position is 35 to 40 hrs per week. Responsibilities include checking in drivers, collecting invoices from drivers and documenting the invoices and any payment received. Must have computer skills and knowledge of data entry.

Here are some jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**:

1. Papa Gino's (Fairhaven) – Cashiers, servers and cooks. Full details and application process **here**.

2. Full-time Security Officer (New Bedford). Full details and application process **here**.

3. Bookkeeper (Wareham). Full details and application process **here**.

4. School Bus Driver (Mattapoisett) Full details and application process **here**.

5. Reading Specialist – John A. Parker Elementary School (New Bedford). Full details and application process **here**.

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