

# The South Coast Hot Jobs List

## – 6 Mar 2014



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 jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

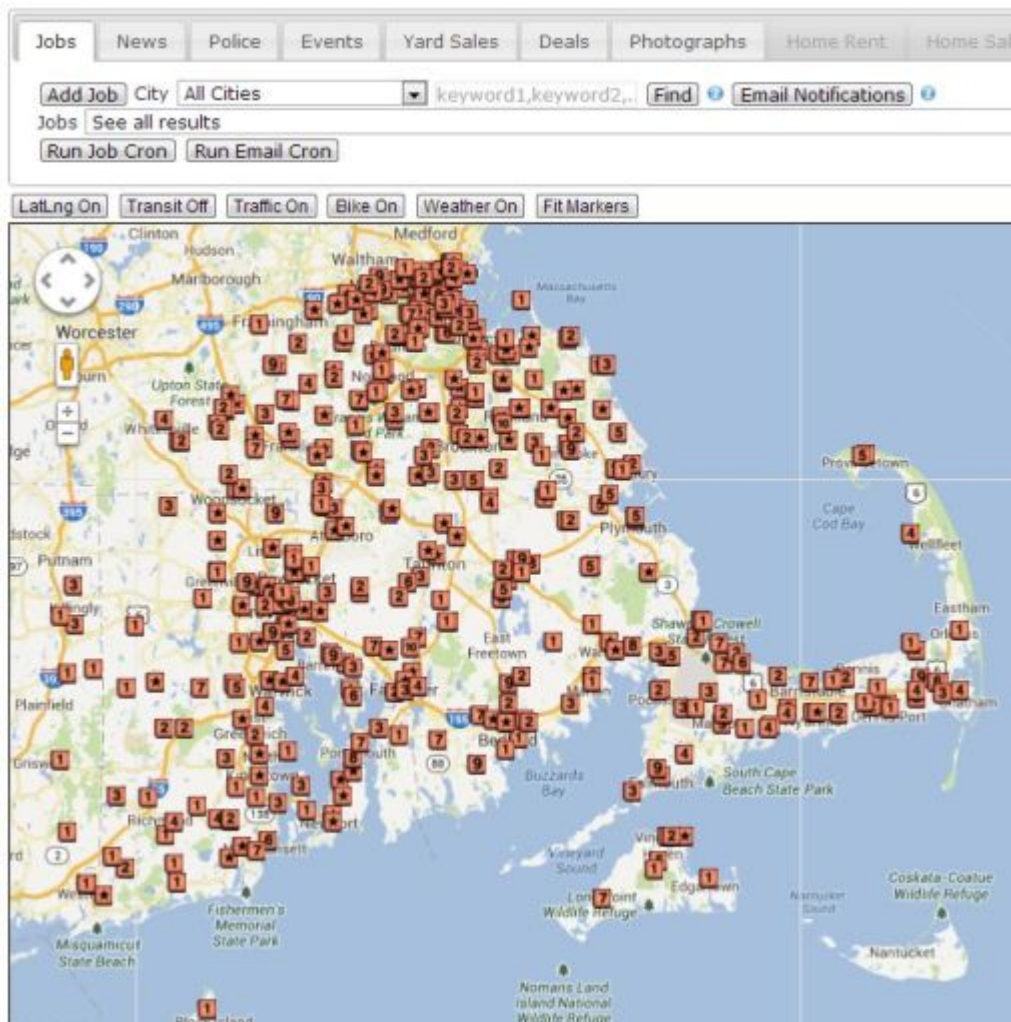
To solve this, each week New Bedford Guide will be working with the New Directions Southcoast (also known as the Greater New Bedford Career Center) and pulling jobs from our **jobs database** to inform job seekers about the hottest jobs in the area.

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](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](http://mass.gov/jobquest).

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Here are the Hot Jobs from the Greater New Bedford Career Center as of March 6th, 2014:

**1. Electrician #3768783** – RESPONSIBILITIES: Installs, repairs, replaces, upgrades, tests and maintains electrical equipment and wiring in City-owned buildings or properties. This may include power, lighting, traffic control systems, fire alarm systems, water and/or wastewater treatment plant equipment. Trouble shoots grounded, shorted and open circuits. Inspects, tests and approves new and existing municipally connected

systems.

**2. Assistant Project Manager #3768793** – FUNCTION: Manages, plans and implements supportive recreation programs for all ages and abilities while performing supervisory and administrative functions related to daily operations of the Andrea McCoy Recreation Center.

**3. Data Entry #3777203** – FUNCTION: Operates computer equipment to produce complete and accurate data reports. Administers databases for department as assigned.

**4. Diesel Engine Repairman #3768804** – FUNCTION: Performs skilled repair of diesel equipment. RESPONSIBILITIES: 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, maintenance work in the area of electrical, fuel, ejectors, and ignition problems. Disassembles, overhauls, removes and replaces all types of engines. Assembles and disassembles transmissions.

**5. Office Manager #3761642** – Office Manager/Check-out. This is a F/T position at our Dartmouth Pulmonary office in Dartmouth, MA. Candidate must have supervisory experience to supervise staff, check-out patients and charge entry. Requirements are 2-3 years' experience as a Medical Secretary with supervisory experience; good communication skills; Athena or EMR experience and Portuguese speaking would be helpful.

**6. Clinician #3768807** -LOCATIONS: Taunton and New Bedford (daily travel throughout surrounding communities)

**7. Phlebotomist #3777219** – Looking for an experienced Phlebotomist. Minimum of 6 experience necessary. You must be flexible. Office hours are 8:00am to 6:30pm, so you must be available at various times totaling 30 hours per week, Monday through Friday. No Weekends

**8. Medical Secretary #3777229** – Looking for someone who has

significant experience in a medical office. Must understand verifying insurance, eligibility, medical terminology, prior authorizations knowledge for billing purposes, patient scheduling, Microsoft office skills and exceptional customer service skills is necessary.

**9. IT Specialist #3784072** – Looking for someone with the right personality and experience to fill the position of IT Specialist. The IT Specialist needs to have experience with printers, phones, windows computers, and more in a warehouse and office environment. The IT Specialist needs to be someone that can multi-task and provide support for multiple users. High School diploma or higher is required. Two years or more of relevant IT experience is required.

**10. Accounts Receivable Collector #3784073** – We want someone with the right personality and experience to fill the Accounts Receivable Collector position. The Accounts Receivable Collector must be a team player with the collections department. The accounts receivable collector must have drive, and follow-through to collect and improve the aging on customer accounts. High school diploma or higher is required. Two years accounts receivable experience required.

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

**1. Quality Assurance Manager – Sid Wainer & Son (New Bedford)**. Full details and application process **here**.

**2. Assistant Manager – Papa Gino's (New Bedford)**. Full details and application process **here**.

**3. Head Cashier – Barnes & Noble (Dartmouth)**. Full details and application process **here**.

**4. Bartender – Pub99 (North Dartmouth)**. Full details and

application process **here**.

**5. Truck Drivers w/ Class A, B, & D – Bob's Tire (New Bedford).** 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: **[http://www.newbedfordguide.com/map-page#pm\\_jobs\\_tab](http://www.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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