

# The South Coast Hot Jobs List – December 15, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of December 15, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

## **Manufacturing Associate – Titleist/Acushnet Company**

*2nd & 3rd shifts, \$17.69 – \$18.20 an hour, Temporary*

Titleist Temporary Manufacturing Associate (up to 6 months) – several openings.

Acushnet Co. (NYSE: GOLF), a \$1.6 billion company comprised of the Titleist and FootJoy golf brands, is the global leader in the design, development, manufacture and distribution of performance-driven golf products, which are widely recognized for their quality excellence. The company operates through four strategic business units: (1) Titleist Golf Balls, (2) Titleist Golf Clubs (including Vokey wedges and Scotty Cameron putters), (3) Titleist Golf Gear, and (4) FootJoy Golf Wear.

Titleist, golf's symbol of excellence, is the game's leading performance equipment brand, having earned the overwhelming trust of tour professionals, club professionals, competitive amateurs and dedicated golfers worldwide. The Titleist golf ball embodies superior performance, innovative design and technology, precision manufacturing and unmatched quality. Titleist is the unequivocal #1 ball in golf and has been for over 70 years—and still counting.

We have an immediate need for several temporary (up to 6 months) manufacturing associates!

### **Objective:**

The manufacturing associates will be trained to be in control

and operation of various types of manufacturing equipment used in the production of golf balls. In this role, you will be safely working in a quality-driven state-of-the-art manufacturing facility in the New Bedford Business Park. This role requires prolonged standing, walking, carrying, loading, unloading, pushing and pulling items to and from equipment.

**Candidates should have the following qualifications:**

- 0-5 years of full-time work history
- Flexibility to work 2nd or 3rd shift hours
- Ability to work for prolonged periods on your feet attending to equipment needs
- Ability to work at a machine pace to keep up with production demands
- Ability to lift up to 40lbs
- Ability to use a computer to enter data and generate reports
- Quality conscious and detailed oriented so that we can continue to make the #1 ball in golf.

Applicants selected for an interview will be required to pass a basic adult math and reading test.

Acushnet Company is a drug free workplace, all offers of employment are contingent upon the successful completion of a drug test and criminal background check.

Acushnet Company is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with a disability. EEO Employer/Vet/Disabled.

Acushnet Company offers competitive salaries commensurate with experience and a comprehensive benefit package consisting of medical & dental; 401 savings plan; tuition assistance; life & disability insurance; vacations/holidays; on site wellness facility; and generous product discounts. Visit the Acushnet

Company employment website for more information (<http://employment.acushnetgolf.com>).

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

**Warehouse Worker/Package Handler – UPS (South Dartmouth)**

*Part-time, \$14.00 – \$19.00/Hour with weekly bonuses, depending on location and shift*

Shift: Sunrise (4:00 AM – 9:00 AM)

Twilight (6:15 PM – 10:00 PM)

Night (11:30 PM – 4:30 AM)

**WAREHOUSE WORKER – PACKAGE HANDLER**

Find out what you'll become as a Package Handler at UPS. In this fast-paced warehouse job, you'll lift, lower and slide packages up to 70 lbs. You'll typically work 3 ½ – 4 hour shifts, approximately 17 ½ – 20 hours per week in this part-time or seasonal role. As part of the UPS team, you'll receive a competitive hourly rate and an attractive benefits package. Take the next step on your career journey as a Package Handler/Warehouse Worker at UPS.

If you're a student at an approved college, university, trade or technical school, UPS offers an educational assistance program that could provide you with up to \$25,000 for tuition, books and fees. If you qualify, you'll be eligible for the program on your first day of work at UPS.

UPS is an equal opportunity employer. UPS does not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law.

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

**Car Wash Attendant – Nice 'n Clean (Dartmouth)**

Full-time, Salary: \$500.00 /week

Wait on customers, wash, maintain property and surroundings, keep areas clean.

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

### **Breakfast Cook – Dillon's**

**Now Hiring!** Dillon's Restaurant located at 583 County Street in New Bedford is looking for a qualified candidate to join their team.

#### **Requirements:**

3 yrs minimum experience being the lead breakfast cook.

Hours: 30 to 35 hours a week, no benefits, wage depends on experience

weekends are a must

#### **How to apply,**

Please send work history and contact information to

Email: [Dillonsrestaurantnb@gmail.com](mailto:Dillonsrestaurantnb@gmail.com)

Dillon's is a busy family owned restaurant serving up great breakfasts and affordable lunch specials 7 days a week!

Follow them on Facebook:  
<https://www.facebook.com/DillonsRestaurant/>

### **School Bus Drivers, Monitors, Mechanics and HR/ Accounting – Amaral Bus Company (Westport)**

**Licensed School Bus drivers will receive a \$500 signing bonus.**

School Bus Drivers Wanted! Up to \$28.75 per hour (Southcoast and Tri-Town areas)

Amaral Bus Co., Inc. is committed to providing quality, safe, transportation. Monday thru Friday work Week. Weekends and major holidays off. Summer and school vacations off. Extra work during school closings available if you choose. Able to collect on any time off.

We have routes, field trips, and sports trips. The choice is yours. **PLEASE APPLY IN PERSON.**

- School Bus driving is a part time job averaging 20-25 hours per week. You can make more money than some full time jobs.
- Opportunities for more hours are available.
- Must have a C.D.L. Class B License with School Bus and Passenger endorsement to drive a school Bus.
- Free C.D.L. School Bus training to qualified applicants.
- Paid sick time and Yearly Attendance Bonus.
- Wages depending on school district and contract. Earn up to \$28.75 per hour.

Management opportunities. Room for growth! Must be 21+ to get your School Bus license. Must be MA resident to qualify for free training.

**PLEASE APPLY IN PERSON AT:**

*Amaral Bus Co., Inc.*

*1090 State Rd*

*Westport, MA, 02790*

**School Bus Monitor:**

Amaral Bus Co., Inc. is committed to providing quality, safe, transportation.

- Responsible for the safety, and welfare of students who ride your bus.
- Monday thru Friday work Week. Weekends and major holidays off. Summer and school vacations off. Extra work during school closings available if you choose. Able to collect on any time off. Must have a license and reliable way to work.
- Split Shift Schedule.
- School Bus Monitoring is a part-time job averaging 24 hours per week.
- Free C.D.L. School Bus training to qualified applicants.
- Paid Sick time and Yearly Attendance Bonus.
- Management opportunities.

- New Equipment.

**\$13.00 per hour PLUS weekly attendance bonus**

**PLEASE APPLY IN PERSON AT:**

*Amaral Bus Co., Inc.*

*1090 State Rd*

*Westport, MA, 02790*

**NO Phone Calls or E-mails.**

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### **Accounting/HR Clerk**

Amaral Bus Co., Inc is looking for a talented Accounting/HR Clerk to join our team. **This is a full-time position; Monday-Friday; 40 hours/week with great benefits.**

The Accounting/HR Clerk is an integral part of the company performing diversified duties. The primary responsibilities will be recording all financial transactions into QuickBooks, assisting the President with month-end procedures, reporting, audits, and contract renewals. The qualified candidate is highly analytical and possess an advanced level of Microsoft Excel skills. The successful candidate is well organized, has excellent interpersonal, communication, and problem-solving skills, is a team player and has the ability to multi-task.

### **Essential Duties and Responsibilities:**

- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Creates, and provides reports to President, Vice President, Accountant, and Management
- Analyzing data flows for process improvement opportunities
- Accurately process weekly payroll in accordance with state and federal laws and in accordance with company pay regulations using ADP WorkForce Now.
- Practice timely preparation of all payroll operations

working closely with Management to ensure that deductions, liens, and payroll actions are in conformance with employment benefits practices and accounting procedures.

- Ensure that employee files are properly maintained
- File EEOC and other required reports to State and Federal Agencies
- Process Accounts Payable
- Process Accounts Receivable
- Bank Reconciliations
- Research invoice and accounting system discrepancies
- Prepares and processes monthly invoices
- Prepare and post Journal Entries
- Communicate with clients, vendors, managers, and other professionals
- Responsible for gathering information required for audits, tax preparation, and monthly financial reporting
- Manage and maintain Accounts Payable filing system
- Create Accounting files and prepare financial documentation
- Special Accounting and ad hoc projects as needed

#### **Education & Requirements:**

- Bachelor's Degree preferred
- 3+ years payroll experience preferred
- Experience with ADP Workforce Now preferred
- Advanced QuickBooks Desktop experience preferred

#### **Skills/Qualifications:**

- Strong understanding of general accounting practices and procedures
- Advanced proficiency in QuickBooks
- Advanced proficiency in MS Office software
- Strong understanding of payroll processing
- Strong strategic, financial and analytical skills
- Strong "hands-on" work ethic
- Excellent organizational skills
- Must possess initiative, energy, and drive
- Excellent verbal and written communication skills

- Ability to multi-task under pressure in a high volume, fast paced environment
- Ability to professionally interact with all levels of management and co-workers

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## **Mechanic**

Amaral Bus Co., Inc. is searching for experienced technicians/mechanics to join our team. Technicians will be working on customer vehicles as well as dealership vehicles.

**Pay Rate: \$18.00- \$28.00/ hour depending on experience.**

Applicants should have their own tools and be proficient in, or willing to learn, how to repair/diagnose electrical systems, mechanical systems, suspension systems, brake systems, heating & A/C systems, and emissions systems. The applicant's experience can be with auto and/or diesel engines. Experience performing MA inspections and wheel alignments is a plus.

**Our shop is equipped with the following systems to help with your tasks:**

- Alldata
- Mitchell Ondemand
- Identifix
- JPro
- Cummins Insite
- Autel
- Robinair A/C machine
- Vacutec Evap Smoke Machine
- Hunter alignment system

## **Benefits offered:**

- Health insurance
- Dental, vision, and hearing Aflac available
- Profit sharing
- Paid holidays, sick time, & vacation time



- Training offered as new software/systems are introduced

All applications and interviews are confidential.

**No Phone Calls or E-mails. Please come to our office and fill out an application in person.**



1090 STATE ROAD WESTPORT, MA 02790

### **Edible Arrangements – Holiday Help (Dartmouth)**

*Part-time*

We are looking for help for the holidays at our Dartmouth location! We need in store fruit production help as well as delivery drivers.

Drivers use their own vehicle and get paid hourly and mileage

The dates we are looking for are 12/12-12/24

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

### **Retail Staff – GameStop (Fairhaven)**

**PLEASE NOTE:** Your application will be considered for all positions within this store. Some positions may not be available in all locations.

**Assistant Store Manager** – will support the Store Manager in all facets of store operations including ensuring that the store staff provides friendly, open and enthusiastic customer service, in person and on the phone. This includes answering questions and assisting with product selection, purchases, and

returns. Ensure that the store is clean, well-organized, and properly merchandised at all times, and that all policies, procedures, and controls are followed. Supervise up to 5 or more Game Advisors by planning, organizing, and delegating work.

**Senior Game Advisor (Shift Leader)** – will assist the store management team in supervising all store activities as well as providing friendly, open and enthusiastic service to customers, in person and on the phone, including answering questions and assisting with product selection, purchase, or return. Assist with store merchandising, inventory control, loss prevention, restocking, store cleaning and maintenance.

**Game Advisor (Sales Associate)** – provide outstanding customer service experience using elements of GameStop's buy, sell, trade, and reservation business model, The Circle of Life. Working under direct supervision, this position ensures customers are greeted on the sales floor, informed of trade, reservation and loyalty program benefits and thanked. Game Advisors also share product knowledge with customers, ensures products are easy to see and buy, processes customer transactions, and provides a clean, organized store environment in which to shop. The principal business outcome for this role is higher levels of overall store performance and customer satisfaction.

**Qualified Assistant Store Manager candidates will possess the following:**

- High School diploma or GED required, some college preferred.
- Must be at least 18 years old.
- 2 yrs. in retail sales, customer service, and /or management experience preferred.
- Video game knowledge preferred.

**Qualified Senior Game Advisor (Shift Leader) candidates will possess the following:**

- High School diploma or GED.

- Must be at least 18 years old.
- Retail sales and /or management experience preferred.
- Video game knowledge preferred.

**Qualified Game Advisor (Sales Associate) candidates will possess the following:**

- High School diploma.
- Must be at least 18 years old.
- Retail experience preferred.
- Video game knowledge preferred.

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

### **Assembler, Wire Racker – Vedainfo Inc**

*\$11.00 – \$12.50 an hour – Contract*

#### **Job Summary**

Duration: 7 Months Contract, Work Days/Hours: Monday – Friday, 7:00 am – 3:30 pm. Perform repetitive wiring/racking, unwiring/unracking duties and move plating fixtures within plant following prescribed methods and practice, as well as transforming parts from one form of material handling container to another. Will routinely lift weights up to 25 pounds in performance of duties.

#### **Essential Elements:**

- Work from written and/or verbal instructions-use racks, wire cutters, wire equipment and related equipment.
- Read work order or follow oral instructions to ascertain parts to be racked/unracked onto or from trays, racks and shelves by hand.
- Record number of units racked or handles on daily production sheet.
- Attach identifying tags or labels to mark information on cases or other containers.
- Count parts, racks and verify counts throughout plating operation.
- Visually inspect all parts during racking and unracking, and

set aside parts with defects that would be cause for rejection.

- Maintain necessary records.
- Move materials as necessary in performance of duties.
- Detect and report improper operation, faulty equipment, defective materials and unusual conditions to supervisor.
- Maintain work area and equipment in clean, safe and orderly condition.
- Follow established company rules and regulations, safety precautions and maintain quality standards.
- Perform other related duties as required or as directed.

**Secondary Elements:**

- 3 months up to 2-year experience.

**Experience:**

- Assembly: 2 years (Preferred)
- Mmanufacturing: 1 year (Preferred)

**License:**

Driver's License (Preferred)

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

**Sales Associate – 7-Eleven**

*Part-time*

**Job Summary:**

The person who greets and helps customers in a local 7-Eleven is the most important person in the 7-Eleven corporation. Bar none. You are the face of our company. You are 7-Eleven to our customer. We rely on you to provide outstanding service; maintain a clean, customer-friendly environment; stock and merchandise products; and, naturally, operate the register.

There is plenty of opportunity to grow in this position. You can complete additional training to become a Certified Sales Associate, and learn to forecast and order product using our

state-of-the-art Retail Information System.

## **Getting There**

We believe great training is the foundation for exceptional performance. Your training is specifically designed to give you the skills necessary to be successful at each level. To complete the 7-Eleven total rewards package, learning and development opportunities are available through a well-defined career path, giving you more ways to advance through the company.

## **Responsibilities**

### **What Will You Do?**

Provide prompt, efficient and courteous customer service

Aid in maintaining a clean, customer friendly environment in the store

Ring customer sales on an electronic cash register

Receive cash from customers and give correct change

Perform all regular cleaning activities and other tasks that are included on job assignments

Forecast, order and stock merchandise (upon completion of training)

## **Qualifications**

- The Sales Associate position requires the following:
- High school diploma or equivalent preferred
- Must be able to communicate clearly and effectively with customers and coworkers
- Desire to be part of a performance-driven team

## **Physical Requirements**

The Sales Associate position requires constant standing and walking with occasional stooping, reaching, kneeling and crouching/ squatting. Frequent or occasional lifting, carrying, pushing and pulling of 20 – 50 pounds is required.

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

## **Order Desk Clerk – GoConfigure (New Bedford)**

### **Job Description:**

*\$75,000 a year*

Are you looking to start a sales career or break into the insurance industry? We want highly motivated and determined job seekers to APPLY TODAY. No matter your sales experience, we'll invest in your success. We understand that it takes time to build a business, to develop the proper skills and understanding, and to excel in this field. We provide our new Sales Representatives with ongoing training and support on their path to success so they can best serve our customers!

We are seeking a passionate, self-driven, natural born sales person with a desire to make a difference in people's lives. As our newest insurance sales representative you will sell, market, and service our insurance products to existing clients and new customers. As a full-time sales representative you will help individuals, families, and small businesses secure their tomorrows.

### **Benefits**

- Health Insurance
- Life Insurance
- Paid Holidays
- Base Salary with Commissions
- Bonus Opportunities
- Paid Time Off (PTO)
- Supplemental Insurance
- Dental Insurance
- Vision Insurance
- Weekends Off

### **Responsibilities**

- Meet new business production goals and objectives as established.
- Solicits for new business via telephone, networking, and

other lead sources.

- Develop insurance quotes, makes sales presentations, and closes sales.
- Develop ongoing networking relationships with Real Estate Agents, Mortgage Lenders, Title Companies, Auto Dealers, etc.
- Process customer policy change requests.
- Secure all Trailing Documents from customers.
- Handle all incoming claim calls from customers.

### **Requirements**

- Possess a genuine willingness to learn, be intuitive and resourceful and be coachable.
- Possess an upbeat, positive and enthusiastic attitude.
- Be a great self-starter with a sense of urgency.
- Create relationships from a cold start.
- Be a fantastic presenter.
- Proficiency to multi-task, follow-thru and follow-up.
- Excellent Communication/interpersonal skills.
- Confident, self-starter who works well independently.

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

### **Line Cooks – Ninety Nine Restaurant & Pub (Fairhaven)**

*\$15 – \$16 an hour – Part-time*

The Ninety Nine Restaurant & Pub is headquartered in Woburn, MA and is proud to serve more than 20 million guests a year in over 100 restaurants throughout the Northeast. We treat people right, and that's why our team makes new guests feel welcome, and regulars feel right at home.

- Competitive Pay!
- Flexible Scheduling
- Paid vacation after 6 months of employment with no hours requirement
- Stable management teams, lowest manager turnover in the industry

At Ninety Nine Restaurant & Pub we're always looking for great team members to show A Passion to Serve.

**In return, we offer flexible work schedules, a great work environment, excellent opportunities for advancement along with the following benefits:**

- Retirement Savings Plan – After 1 year of employment you are eligible to participate in the company's 401(k) plan upon reaching 21 years of age.
- Get Paid Quicker – We pay our team members weekly
- Growth Opportunities – Approximately 50 percent of Ninety Nine's entire management staff started out as hourly team members.
- Stability – We have some of the lowest manager & hourly turnover in the industry, that means the team you'll be a part of doesn't change nearly as often as other restaurants
- Better quality of life – no late night bar hours!
- Paid Time Off – Earn vacation based upon company policy
- Discounts – 25% discount on food and non-alcoholic beverages for team members to enjoy with their family and friends outside of their work shift
- Healthcare Coverage – Restaurant hourly team members may become eligible for health and welfare plans the first of the month following an ACA measurement period in which average hours worked per week is 30 or greater.

WE ARE COMMITTED TO OUR GUESTS, TEAM MEMBERS & COMMUNITY. Ninety Nine Restaurants is part of the American Blue Ribbon Holdings family and an Equal Opportunity & E-Verify Employer

Join the Ninety Nine (The 99 Restaurants) team today. We offer great restaurant culinary careers for line cooks (concinero / cocinera) who have back of house cooking, chef, saute cook or grill cook kitchen experience in a high volume restaurant environment.

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



## **Program Monitor – City of New Bedford Health Department**

**PAY: \$59,841 – \$74,809**

Monitors and coordinates program activities and helps develop and implement grant work plan. Works with local partners, cluster communities and the Greater New Bedford Opioid Task Force to assess training and Naloxone needs and delivers trainings.

Collaborate with local and regional partners including municipal, private sector, non-profit and local schools, colleges and/or universities to provide Naloxone training, licit and illicit drug safety training and Naloxone distribution. Conduct data analyses and assists Lead Evaluator to provide empirical documentation for grant project activities, outcomes and reports.

Bachelor's degree in public health, administration, or related discipline. Three years of experience in public health or any related field, 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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

## **Warehouse Associate – Total Welding Supply, Inc. (East Freetown)**

*Full-time*

Looking for a hardworking individual to load and unload deliveries, organize and maintain warehouse and more. Must be able to lift 50 lbs. and have a good work ethic. Welding item experience is a plus.

**ESSENTIAL FUNCTIONS:**

- Pick products in a warehouse environment to assemble customer orders
- Ability to operate a forklift, and other machinery as needed
- Load, unload and receive inventory
- Cycle count inventory and store in an orderly and accessible manner in warehouse
- Prepare packages for shipment and efficiently stage product for loading
- Communicate with fellow employees for safe transport of goods throughout the warehouse
- Follow all safety guidelines

This position is full-time Monday-Friday, 8am-5:00 pm with great benefits.

**Experience:**

- Warehouse: 1 year (Required)

**Work authorization:**

- United States (Required)

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

**Delivery Driver (Full-Time) – AutoZone****POSITION SUMMARY:**

AutoZone's Full-Time Auto Parts Delivery Driver performs work in the operation of a vehicle to assure safe delivery of parts to and from commercial customers. In addition, this AutoZoner will be required to perform duties inside our stores, driving, and at our customers' place of business. Drivers are responsible for ensuring maximum productivity in a safe environment, increasing commercial sales, and ensuring compliance with company procedures in accordance to AutoZone's expectations. The incumbent will exceed customer's expectations by delivering WOW! Customer Service to all AZ Commercial accounts.

## **POSITION RESPONSIBILITIES:**

- Provides WOW! Customer Service
- Utilizes ZNET to help customers locate merchandise or find suitable alternatives
- Adheres to AutoZone dress code
- Follows all company policies, procedures and management direction, including all fleet and safety policies
- Ensures commercial products are delivered on time and in excellent condition
- Drives delivery vehicle to transport parts to Commercial customers, including the loading and unloading of parts
- Maintains a safe driving and working environment, including PPE (Personal Protective Equipment)
- Picks up parts from nearby stores and outside vendors
- Ensure appropriate delivery documentation is generated and issued for each delivery, then appropriately filed at the AutoZone store
- Follows proper accident procedures
- Properly maintains vehicle(s) and takes the necessary steps to report vehicle maintenance issues
- Ensures that assigned company vehicle is kept clean and presentable
- Builds long term professional relationships with the customers
- Handles cash transactions, charge transactions, and core/part returns per company policy and guidelines
- Inspects, protects, and maintains company assets, merchandise, and vehicles
- Assists DIY customers between deliveries by performing the following duties:
  - Utilizes OBDII to read codes from customer's automobiles
  - Practices GOTTCChA and assists with the installation of wipers blades, batteries and light bulbs
  - Maintains product knowledge and current promotions through AutoZone systems and information sources
  - Maintains store appearance and merchandising standards as directed

## **Position Requirements**

- High School Diploma or equivalent
- Basic knowledge of automotive parts is required
- Excellent communication and decision making skills
- Ability to lift, load, and deliver merchandise
- Ability to work a flexible schedule to meet the business needs, including holidays, evenings and weekend shifts
- Valid driver's license and ability to meet AutoZone's driving requirements
- Drivers – 21 years or older

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

## **Retail Cashiers/Sales Associates – Nouria Energy (Wareham)**

*Part-time*

At Nouria our business is about the people and we want you to achieve your goals in your career path. Whether you're looking for a part time position, store management or a corporate role, Nouria is the perfect place for you. With over 170 locations, we are currently experiencing rapid growth in the Convenience Store and Car Wash industries. We invest in our employees through commitment to training and education. Our front line ambassadors are the most important part of our team and we empower them to delight our customers with every interaction.

**At Nouria, we want our employees to be happy and healthy. This is why we offer a wide array of benefits to eligible Nouria Energy employees such as;**

- Medical, Dental and Vision Insurance
- 401K Retirement Plan
- Sick and Vacation Pay
- Voluntary Life Insurance
- Long-Term & Short Term Disability
- Direct Deposit
- Flexible Spending Plans

- Service Awards
- Bonuses

We currently have openings in our location! If you are an upbeat, outgoing and customer-oriented individual who has been looking for that chance to prove yourself, WE WOULD LOVE TO MEET YOU! It's as simple as completing an application for an opening near you at <https://nouriaenergy.isolvedhire.com/jobs> or texting "NOURIA" to 58046 on your mobile device. Message & Data Rates May Apply. For texting terms and privacy please visit [www.jobalarm.biz/terms](http://www.jobalarm.biz/terms) . We hope to meet you soon!

**Benefits:**

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Flexible schedule

**Benefits:**

- Retirement Plan
- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Time Off
- Paid Sick Time

**This Job Is:**

- A job for which military experienced candidates are encouraged to apply
- Open to applicants who do not have a high school diploma/GED
- A "Fair Chance" job (you or the employer follow Fair Chance hiring practices when performing background checks – learn more at <https://start.indeed.com/fair-chance>)
- 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
- A good job for someone just entering the workforce or

returning to the workforce with limited experience and education

- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma
- A job for which people with disabilities are encouraged to apply

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

### **Warehouse Associate – Talbots (Lakeville)**

*\$15 an hour, Temporary*

ARE YOU LOOKING FOR A GREAT PLACE TO WORK?

#### **We offer:**

- Clean, safe, climate controlled environment
- Company-subsidized cafeteria
- Opportunities to grow your career
- Friendly, team-oriented culture

The Talbots Distribution Center in Lakeville has openings for Warehouse Associates who will perform general warehouse/fulfillment functions such as Replenishment (put away), Picking and Packing. Associates will be assigned to a home department, but cross-trained in other departments and must be willing to rotate into other areas as needed. Exact hours and days of the week depending upon Department.

#### **Full-time positions are eligible for our benefits plan including:**

- Medical, dental and vision benefits after 30 days
- 401(k) plan with company match
- Paid vacation
- Paid sick time
- Paid holidays
- Associate discount
- Tuition reimbursement

**Day shifts:**

- Start times vary by department
- Days open: Monday – Saturday

**Typical Part Time shift options:**

- Saturdays only: 6:30 am – 3 pm; 7:30 am – 4 pm
- Evenings: Monday – Friday: 3pm – 6 pm (anywhere between 2 – 5 days/week)
- Combination of Saturday and Evening shifts
- 24 hours/week: Monday – Wednesday (5:30am – 2pm OR 7:00 am – 3pm) or other variations of 2 – 3 days per week available days include Saturday, Monday, Tuesday or Wednesday

**Education/Experience/Knowledge:**

- Must be dependable and punctual.
- Must be able to be on your feet all day.
- Must be able to push, pull and lift up to 30 lbs on an occasional basis  
(some departments such as Replenishment may require more frequent lifting up to 50 lbs).
- Must have strong team skills, communication skills and attention to detail
- Must be at least 16 years old. If under 18 years old, must procure appropriate youth work permit.

Talbots is a leading omni-channel specialty retailer of women's clothing, shoes and accessories. Established in 1947, the company is known for modern classic style that's both timeless and timely, fine quality craftsmanship and gracious service. At Talbots relationships are the key to our business, we hire individuals who bring new ideas to the table, understand smart risk taking and can enhance an already thriving culture. With a commitment to offer modern classic style for every body type, through a full range of sizes, inclusive to every woman in your life.

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

## **Busser – Olive Garden (Dartmouth)**

We're All Family Here! At Olive Garden, family is not just something. Family is everything. Check out this short video to learn more!

### **Busser Benefits At A Glance:**

- Weekly pay
- Competitive pay
- Flexible schedules
- Ongoing training
- Meal discounts
- \$1 Unlimited Soup, Salad & Breadsticks while working
- Discounts on cellphones, travel, electronics & much more!
- Anniversary pay
- Medical/dental insurance
- 401(k) savings plan
- Management career advancement opportunities
- High performing management teams and a select number of team members have the opportunity to win a trip to Italy.
- And much more!

Our bussers play an essential role in delighting and serving our guests. Our bussers ensure the dining room is a clean and inviting atmosphere for our guests to enjoy, and assist in servers in providing excellent service to ensure guest satisfaction, as well as a commitment to safety and sanitation standards.

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

## **Library Branch Manager – City of New Bedford**

**PAY: \$59,841 – \$74,809**

Manages the overall service plan and daily operation of a branch library, including staff management, collection development and maintenance, services and programs, customer



and community relations, outreach, developing partnerships and overseeing the general maintenance and security of the library building and grounds.

Oversees the operation of the branch library; supervises trains, evaluates, schedules and participates in selection of branch staff. Plans and implements library programs for all ages including story hours, after-school activities, educational workshops, reading groups, and technology literacy classes. Analyzes circulation rates and patron requests to prepare current collections and respond to local needs; prepares displays of library materials. Collaborates with the Library Director on grants development, grant writing and related activities.

Master's Degree in Library Science. Two years of relevant experience working in a library or a related library field. Spanish speaking preferred. 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](http://www.newbedford-ma.gov). New Bedford has a residency requirement. EEO

### **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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

### **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](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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**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](http://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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

### **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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

### **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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

**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:

<http://www.newbedford-ma.gov/personnel/employment/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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

**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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

**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:

<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

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

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:

<http://www.newbedford-ma.gov/personnel/employment/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](http://www.newbedford-ma.gov). New Bedford has a residency requirement. EEO.

**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](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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**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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

## **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](http://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:

<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

**Data Entry Clerk (Temporary) – City of New Bedford**

**PAY: \$15.46hr - \$20.92hr**

- Monitors and controls electronic computer to process business or other data according to operating instructions. Selects and loads input and output units with materials such as tapes or printout forms for operating runs.
- Operates on-line or off-line machines according to written or oral instructions to transfer data from one form to another, print output and read data into and out of computer.
- Recommends changes in programs, routines and quality control standards. Prepares for review records and reports of operating and down time; operates computers to assist in locating and overcoming error conditions.
- Develops operating methods to process data; assists in the development of useful computer programs. Keypunches and edits; assists general public, office staff and City employees.
- Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work under pressure and/or frequent interruptions.
- Knowledge of personal computers and various programs.
- Graduation from a high school or GED equivalent with specialized course work in computer operations.



For more information, please visit:  
<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

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

New Bedford has a residency requirement.

## **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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Have a job to add to the Hot Jobs List? Contact  
[leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).