

# The South Coast Hot Jobs List – 17 October 2013

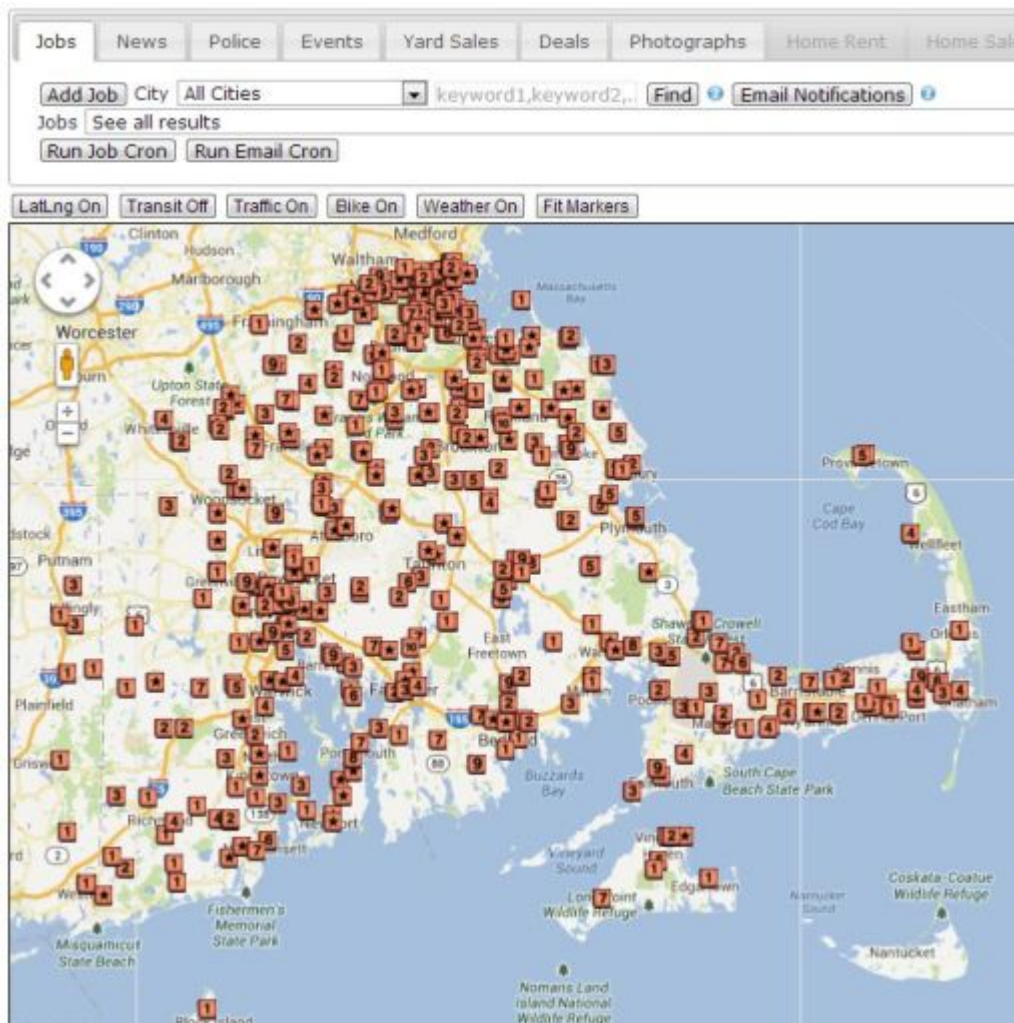


by  
Michael  
Silvia

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.



Here are the Hot Jobs from the Greater New Bedford Career Center as of October, 17th, 2013:

**1. Case Manager #3132155** – Currently seeking applicants for case management positions. Education/Certification Requirements: Bachelor's degree in Human Services, related field and/or 5 yrs. experience, CADC certification preferred.

Skills Required:

- Knowledge of basic computer skills
- Individual and group substance abuse counseling
- Assessment skills
- An understanding of ethics and boundaries
- Ability to set limits and enforce rules
- Good verbal and written communication skills

- Problem solving abilities
- Crisis Intervention skills

**2. Administrative Assistant #3132201** – Independently owned and operated growing company in New Bedford looking to hire an exceptional Administrative Assistant. Must be sharp, well spoken and dependable. Strong customer service skills along with Microsoft Office knowledge. Familiarity with Quickbooks is a PLUS.

**3. Mason Foremen #3139979** – JP Masonry Inc. is seeking a mason foreman with 10+ years of experience in the masonry industry. Experience running and managing crews of 3 to 15 men is required, as is the ability to read drawings and determine layout.

Experience with the following building materials is required: stone, granite, marble, terracotta, CMU, brick.

Typical projects include facade restoration, custom cut stone installation, stair reconstruction, stone veneers, retaining walls, fireplaces and chimneys, repointing, CMU and brick installation.

Jobsites are typically located within a 40 mile radius of our home office in Acushnet, MA. We offer a highly competitive salary package, and performance based bonuses.

**4. Delivery/Kitchen Help #3145413** – Must deliver, cook, clean, must be able to lift 50 lbs. and whatever other restaurant duties may be required. Must have a valid driver's license, and your own car, and insurance good driving record.

**5. Floater Teacher Assistant #3159389** – FLOATER/TEACHER ASSISTANT

Assist in the daily activities of the classroom. Additional experience working in a preschool setting and/or course work in Early Childhood Education preferred. High School diploma or equivalent. P.A.C.E., is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER Deadline to apply: 5:00 p.m., Thursday, October 24, 2013

**6. Family Engagement Assistant #3159386** – Assist in the provision of Family Engagement Activities. Provide bilingual support during program activities, home visits, and classroom activities. Fluency in Spanish required. High School diploma or equivalent. Experience working with children and families in a pre-school setting preferred.

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

Deadline to apply: 5:00 p.m., Thursday, October 24, 2013

**7. Custodian (Part-Time) #3159384** – Responsible for assisting in the general maintenance and sanitary conditions of the Head Start facility. Carpentry skills helpful.

P.A.C.E., Inc. is an Affirmative Action/Equal Opportunity Employer

Deadline to apply: 5:00 p.m., Thursday, October 24, 2013

**8. Houseperson #3159395** – A Houseperson with Hampton Inn and Suites is responsible for cleaning and maintaining designated areas of the hotel and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability

CORI and background check required.

**9. Breakfast Person #3159400** – The successful candidate must have experience with breakfast crowds, be talkative while maintaining a fast paced environment of restocking breakfast items, cooking, cleaning and food preparation. Responsible for stocking food and service ware for breakfast buffets for clearing tables during the complimentary breakfast period. These tasks are to be handled in a friendly, courteous, helpful, timely and professional manner resulting in a very high level of guest satisfaction.

**10. Maintenance #3159399** – Job Summary: •Repair and maintain physical structure of hotel using hand tools and power tools.

- Assist in maintaining hotel equipment, refrigeration, HVAC, plumbing, pool, water treatment, electrical, and life safety systems.

- Indoor and outdoor tasks; such as grounds keeping and snow removal.
- Promote superior customer service through engagement and effective communication.

Job Requirements: Position requires flexible schedule; to include weekends, evenings, and some holidays.

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

**1. Landscaping Crew Member.** Full details and application process **here**.

**2. Human Resources Executive Assistant – Westport Community Schools.** Full details and application process **here**.

**3. New Bedford Police Cadet.** Full details and application process **here**.

**4. Entry Level Welding.** Full details and application process **here**.

**5. Dog Walker (Dartmouth).** Full details and application process **here**.

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