

Quincy Career Center Hot Job Listing

Week of 10-27-2014

Visit: www.quincycareercenter.org

FOR A COMPLETE LISTING: Please Look up job by Job Order* and enter the job order number under "MJQJob Number" and click "Search".

JOB # JOB TITLE MINIMUM PAY JOB LOCATION FULL-PART TIME EDUCATION MONTHS/EXP

Job Title: Attendant – SPPLUS: Boston, MA

Job Number: 4889956 Status: Open Post Date:10/22/2014 Close Date:01/20/2015 Basic Function - Ensure that appropriate number of cars is kept on location throughout shift, cars are being parked in an appropriate fashion and the lot is kept clean and presentable. Direct incoming customers to available parking spaces. Count vehicles on location throughout shift, as needed. Write and issue violation warnings to tenants and visitors that violate garage policies. Patrol transient and reserved parking levels on foot or in customized motor carts, if applicable. Provide assistance to customers that have forgotten where they parked their vehicle. Responsible for being at work every scheduled day, on time and in uniform. <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4889956>

Job Title: Administrative Professional – Alix Partners, LLP: Boston, MA

Job Number:4888995 Status : Open Post Date:10/22/2014 Close Date:11/21/2014 Responsibilities: Provide administrative support to multiple executives and consulting professionals Manage calendar and appointments/meetings. Seek and pursue appointments. Organize meetings. Plan for meetings, including ensuring preparation/completion of documents. Plan and map out multi-day client/city visits. Organize client/prospect communications and marketing efforts. Develop contact lists. Manage assembly of relevant materials. Coordinate and maintain very busy meeting schedules and calendars with high profile clients across global time zones. Make travel arrangements. . <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4888995>

Job Title: Assistant Director of Human Resources – Westin Hotel: Boston, MA

Job Number: 4888974 Status: Open Post Date:10/22/2014 Close Date:11/21/2014 Requirements: Must be able to sit at a desk for up to 6 hours per day. This may include traveling to and from meetings and air travel. requires strong communication skills, both verbal and written to function in the business language. Must be able to exert well-paced ability to reach other departments and locations of the hotel on a timely basis. Must be able to lift up to 15 lbs. occasionally. Requires grasping, writing, standing, sitting, walking, repetitive motions, pulling, pushing, listening and hearing ability and visual acuity. Bachelor's Degree required. Three to five years of extensive human resources experience (one to two years of management). Line operations management and labor related experience preferred. <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4888974>

Job Title: UNIT SECRETARY, 6N – 2261555 Brigham and Women's Hospital

Job Number: 4888965 Status: Open Post Date:10/22/2014 Close Date:12/21/2014 Responsibilities: Under the supervision of the Nursing Director and as a member of the Unit Based Patient Care Team, the unit secretary performs a wide range of secretarial duties and coordinates unit/floor procedures to ensure professional and efficient operation of the unit/floor in providing quality patient care. Performs the following duties to support unit operations and coordination of resources including but not limited to, answering unit phones, collaborating with health care team members and other departments, scheduling patient tests and appointments, maintaining all medical records (on-line and paper), initiating and tracking unit requests, coordinating discharges, transfers, and admissions proactively to assure efficient operation and management of resources on the unit. <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4888965>

Job Title: Carpenters – Pierre Construction: Plymouth, MA

Job Number: 4893979 Status: Open Post Date:10/23/2014 Close Date:11/22/2014 Carpenter must read blue prints, able to frame, build rafters and have reliable transportation and own tools. Three to five years experience. Jobs located Brockton/ Jamaica Plain. Please email resume to pyanovich@detma.org <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4893979>

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Job Title: Truck Driver CDL Class – WEL Companies: Quincy, MA

Job Number: 4889853 Status: Open Post Date:10/21/2014 When you're a truck driver for WEL you get to experience the welcoming familiarity of a family-oriented, small trucking company with the stability and benefits of a large company. It's the best of both worlds for your truck-driving career. With experience higher pay; Medical / Dental / Life / Vision benefits; Vacation pay; Paid weekly; Per diem allowance; Referral bonus.

<http://web.detma.org/JobQuest/JobDetails.aspx?jo=4889853>

Job Title: Administrative Assistant - Boston Medical Center: Boston, MA

Job Number: 4889618 Status: Open Post Date:10/21/2014 Performs a variety of administrative and office support activities to ensure proper functioning of assigned department. Responsible for managing calendars, creating documents, correspondence, spreadsheets, slides for presentations, updating databases, proofreading, distributing documents, scheduling meetings, time-reporting, requisitioning supplies, and other administrative support functions. The position requires resourcefulness, flexibility, acumen, diplomacy and the ability to take initiative, work independently and handle sensitive information with discretion. <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4889618>

Job Title: Toyota Sales – Herb Chambers Companies: Boston, MA

Job Number:4889873 Status: Open Post Date:10/21/2014 If you have a great work ethic, excellent customer skills and ambition we offer a lucrative and rewarding career. Significant career growth, most of our leadership started out in entry level positions or from other professional careers. These are straight no nonsense sales positions, no gimmicks or fake incentives. You will succeed, advance and make a very good income if you put in the work. No experience necessary. We will train the right candidates. Voted one of the best companies to work for in Massachusetts.

<http://web.detma.org/JobQuest/JobDetails.aspx?jo=4889873>

Job Title: CT Scan Technologist – Dana Farber Cancer Institute: Boston, MA

Job Number: 4889693 Status: Open Post Date:10/21/2014 Essential Functions: Adheres to established departmental policies and procedures. Maintains and ensures patient, staff and environmental safety. Maintains proper infection control. Maintains general radiation safety.

Obtains high quality patient scans on the equipment provided. Performs complicated intravenous and intramuscular injections as required by modality. Performs required daily, weekly and yearly quality control on all instrumentation, cameras, survey meters and calibrators as required. Monitors technical equipment and devices for appropriate functionality and coordinates service calls as needed.

<http://web.detma.org/JobQuest/JobDetails.aspx?jo=4889693>

Job Title: Clin Admin Support – Gynecology, Dana Farber Cancer Institute: Boston, MA

Job Number:4889692 Status: Open Post Date:10/21/2014 The Clinical Administrative Support Associate is responsible for all aspects of patient scheduling in accordance with department scheduling guidelines. Provides superior customer service to all patients, family members, physicians and staff at all times in accordance with the DFCI Customer Service Standards. Assigned to work with a clinical practitioner group consisting of physicians, physician assistants, technical supervisors, technical staff, program nurses and nurse practitioners and other care providers. The individual in this position will play a critical role in facilitating all aspects of patient care.

<http://web.detma.org/JobQuest/JobDetails.aspx?jo=4889692>

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Job Title: Patient Services Representative, Bariatric: Boston Medical Center

Job Number: 4889614 Status: Open Post Date:10/21/2014 The Patient Services Representative will be responsible for handling inbound and outbound communications for BMC's Primary Care Practice. The Patient Services Representative will handle scheduling/rescheduling appointments, following-up with patients pre-visit and post-care (including primary care visits, specialist referrals and hospitalizations), medication reconciliation and refills, and insurance verification and authorization management. 1 -2 years' experience related work experience, medical office and/or Primary Care experience preferred. <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4889614>

Job Title: Executive Assistant – Brown Brothers Harriman Co. Boston, MA

Job Number:4889609 Status: Open Post Date:10/21/2014 Brown Brothers Harriman (BBH) is a privately-held financial institution and has been a thought leader and solutions provider for almost 200 years. We serve the most sophisticated individuals and institutions with award-winning expertise in Investment Management, Private Banking, and Investor Services. Our 5,000 colleagues operate from 17 cities throughout North America, Europe and Asia. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, genetic information, creed, marital status, sexual orientation, gender identify, disability status, protected veteran status, or any other protected status under federal, state or local law. <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4889609>

Job Title: Residential Counselor(40hrs) BAMSII, Inc. Brockton, MA

Job Number:4889597 Status: Open Post Date:10/21/2014 BAMSII, a large Massachusetts not-for-profit health and human services organization is seeking a Residential Counselor to provide direct care service to individuals living in supervised residential settings and to do so in a manner that promotes growth, independence and dignity for those individuals served. Must have a high school diploma/GED, have direct care experience working with a disabled population and have a valid driver's license in state of residence. -Female gender is a Bona Fide Occupational Qualification for this position and only Female candidates will be interviewed. Schedule: su 9a-5p m-th 3p-11p <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4889597>

Job Title: Seafood Service Team Member-Whole Foods: Hingham, MA

Job Number: 4893796 Status: Open Post Date:10/22/2014 DUTIES: Give every customer immediate and undivided attention. Ensure a fresh and appealing display by keeping cases and displays clean and well stocked, while continuously checking and ensuring freshness and quality of products. Prepare, package, weigh, and price seafood department products for sale.

Trim and bone fish and crack shellfish upon request. Maintain accurate department signage and pricing.

REQUIREMENTS: Previous seafood retail and/or customer service experience preferred.

Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers. Ability to follow instructions and procedures. Ability to sell proactively.

<http://web.detma.org/JobQuest/JobDetails.aspx?jo=4893796>

Job Title: Consultative Sales- Consumer Electronics-Sears: Braintree, MA

Job Number:4893548 Status: Open Post Date:10/22/2014 Jobs in this category are responsible for: selling and servicing customers within one or more departments including Electronics; maintaining knowledge of products and using this knowledge to assist and educate customers on options available; providing customer assistance; and delivering a positive customer shopping experience. In general, pay for jobs in this category is based on a fixed hourly rate of pay plus potential commissions based on sales; however, the compensation structure may vary by department or store.

<http://web.detma.org/JobQuest/JobDetails.aspx?jo=4893548>

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Job Title: Pharmacy Technician I, Outpatient Pharmacy

Job Number: 4893660 Status: Open Post Date:10/22/2014 Job Description: The Pharmacy Technician I is responsible for providing pharmacy services which include, but are not limited to preparing and distributing pharmaceuticals, performing inventory control and compliance audits, providing customer service, and maintaining pharmacy records. The Pharmacy Technician I is an entry-level position and duties are designed to develop knowledge base and competency level while performing pharmacy functions in the Central Pharmacy, OR areas, and IV rooms. Requires a high school diploma or State accepted equivalency (GED). Must be registered as a Pharmacy Technician with the Massachusetts Board of Pharmacy. <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4893660>

Job Title: Child Care Teacher – Bright Horizons Center: Quincy, MA

Job Number: 4893574 Status: Open Post Date:10/22/2014 Job Description: Teaching at Bright Horizons, you will: Develop emergent curriculum that is designed to inspire children. Impact the lives of children and families each and every day. Job Requirements: High School Diploma/GED required. Related college-level course work or CDA course work preferred CDA or working towards an Associate s or Bachelor s degree preferred. 12 Months of professional teaching experience preferred. Must meet state requirements for education and additional center/school requirements may apply. <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4893574>

Job Title: Warehouse Loader-2nd Shift – Airgas Inc. Hingham, MA

Job Number: 4893591 Status: Open Post Date:10/22/2014 Responsible for meeting all safety standards in the loading and unloading of cylinder gases per Airgas procedures. Successfully completes in-house safety and product training: Learns the hazards of various gases; size and contents of cylinders; how to read and interpret cylinder labels; and the color coding of tanks. Referring to the load sheet for the day s orders. Accurately loads various trucks for delivery to customers. Ability to perform very heavy work routinely lift 25 to 75 lb., and occasionally lift 76 to greater than 100 lb. Also required to push and pull liquid containers weighing up to 1000 pounds with the aid of material handling equipment. <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4893591>

Job Title: General Cleaner, Environmental Services – Boston Medical Center: Boston, MA

Job Number: 4893649 Status: Open Post Date:10/22/2014 Job Description: Performs a range of housekeeping duties to maintain a clean and sanitized environment throughout the hospital. May operate machines in order to perform duties. Work requires the ability to read, follow oral and written instructions in English at a level acquired through the completion of elementary school.. Work requires ability to learn and perform basic housekeeping practices and understands the policies and procedures of the hospital. Boston Medical Center is proud to be an equal opportunity employer. <http://web.detma.org/JobQuest/JobDetails.aspx?jo=4893649>