

JANUARY 2023 HOT JOBS LIST



Welcome to the **American Job Centers Job Opportunity List**, where we highlight some of the **TOP** employment opportunities in the South Central Connecticut region. Staff are available by *phone, email, Zoom & In-Person*. Register for our services online to **GAIN ACCESS** to our employment openings like the ones listed below. Visit [**workforcealliance.biz/american-job-centers/**](https://workforcealliance.biz/american-job-centers/) to complete our enrollment application!

STAFF PICKS OF THE MONTH

The American Job Centers prioritizes matching talented candidates to current local job opportunities. **STAFF PICKS OF THE MONTH** highlight job opportunities that our staff and Business Services team handpicked to include in this month's Hot Jobs List.

Staff continue to be available by appointment via phone, email or Zoom. Secure Drop Box is located at the New Haven American Job Center, 560 Ella T. Grasso Blvd., for depositing hard copies of required documents. New Customers: Start with Online Job Seeker Orientation!

HOURS & SERVICES

NEW HAVEN:

MONDAY-FRIDAY

8:30 a.m. – 4:30 p.m.

MERIDEN:

MONDAY-FRIDAY

8:30 a.m. – 4:30 p.m.

MIDDLETOWN:

MONDAY, WEDNESDAY,
& THURSDAY

8:30 a.m. – 4:30 p.m.

HAMDEN:

MONDAY-FRIDAY

8 a.m. – 4:15 p.m.



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STAFF PICKS

STAFF PICK OF THE MONTH

Direct Support Professional

Position Location: New Haven Area

Job Type: Full-Time, \$17.25 per hour

Responsibilities:

- Assist with the development of important daily living skills and life activities by creating an environment where people can learn, grow and discover;
- Help people identify and achieve the goals most important to them in order to live their best life possible;
- Monitor the comfort and safety of the people we serve while ensuring their medical, nutritional and personal care needs are being met; and,
- Demonstrate emotional support while assisting with general housekeeping, meal preparation, and laundry duties.

STAFF PICK OF THE MONTH

Technician

Position Location: North Haven, CT, USA

Job Type: Full-Time

Must-Have: Minimum Requirements

- High School Diploma or GED required

Nice to Have:

- Technical training/certification
- Experience with Motors, gearboxes, valves, vacuum systems
- Tooling/Assembly Fixture troubleshooting
- Strong Electromechanical Equipment troubleshooting
- Self-starter and able to work with minimal supervision
- Certified Reliability Leader Certification from Reliability Web / Uptime Elements
- Electrical Experience
- Ability to work weekends or overtime if needed

STAFF PICK OF THE MONTH

Machine Operator

Position Location: North Haven, CT, USA

Job Type: Full-Time, 12-hour night shift, compensation from \$23-\$25 per hour

Responsibilities:

- Operates light-duty bench- or floor-type machine tools and equipment such as small lathes, power mills, extruding machines, drills or punch presses, power brakes, shears, or saws.
- May set up machining machines and make adjustments, and perform maintenance on machines.
- Checks work using prescribed gauges, jigs, and fixtures to measure close tolerances.
- Some machines may be numerically controlled.
- May monitor and verify quality in accordance with statistical processes or other control procedures.

JANUARY 2023 HOT JOBS LIST

NEW HAVEN AREA

NEW JOBS THIS MONTH

Administrative Assistant

Position Location: New Haven, CT, USA

Category: Administrative Assistants

Job Type: Full-Time

- Seeking a personable individual with excellent computer and clerical skills (Microsoft Office).
- You must type 60 WPM and have a high school diploma or GED.
- Medical secretary or secretarial certification is preferred-as is at least 1 year in a related administrative position in a medical setting.
- Full vaccination against COVID-19 or a medical/religious exemption is required.

NEW JOBS THIS MONTH

Construction Project Manager

Position Location: New Haven, CT, USA

Job Type: Full-Time

Responsibilities:

- Provide overall leadership to the entire project team.
- Manage and develop assigned staff toward maximum job performance and career potential.
- Build and maintain rapport with architects, subcontractors, and vendors.
- Understand and administer contract and subcontract agreements.
- Establish, communicate, and implement the Project Schedule.
- Manage budget and financial reporting
- Interpret and analyze reports to ensure adherence to the project budget.
- Manage the Quality Assurance/Quality Control program.
- Provide leadership in risk evaluation, contract negotiations, and fee and pricing decisions.

NEW JOBS THIS MONTH

Material Handler/Housekeeper

Position Location: West Haven, CT, USA

Job Type: Full-Time, 1st Shift, compensation starting at \$17.75 per hour

Responsibilities:

- Housekeeping duties include all forms of onsite cleanup, including operating the Floor Sweeper Machine, Emptying the baler, Cleaning Toes, along with stocking and maintaining a clean break room.
- Input daily item orders and perform daily stock checks as well as customer pickups as needed.
- Ensure inventory items are counted, rotated, and replenished daily and all procedures are followed.
- Stock and inventory product on carts or within assigned areas and manages par levels. Check for compromised products and expired inventory. (*Additional requirements*)

JANUARY 2023 HOT JOBS LIST

MIDDLETOWN AREA

NEW JOBS THIS MONTH

Retail Parts Pro

Position Location: Middletown, CT, USA

Job Type: Full-Time

Responsibilities:

- Responsible for working with the General Manager to lead the store team and grow the retail business in conformity with the company's 4 key strategies and 3 core values.
- Maintains rapport with current retail customers in order to keep abreast of their needs.
- Consistently provides professional, courteous, and prompt customer service to both retail and commercial customers, utilizing parts experience and knowledge to insure complete customer satisfaction.
- Delegates or completes the marking and storing of parts in the stockroom according to a prearranged system. (*Additional Responsibilities*)

NEW JOBS THIS MONTH

Accounting Assistant

Position Location: Middletown, CT, USA

Job Type: Full-Time

Responsibilities:

- Assist the Accounts Payable Process.
- The Accounting Assistant will enter and process employee expense reports.
- Monitor bank statements.
- Assist in month end close.
- The Accounting Assistant will help prepare and post journal entries.

Preferred Qualifications:

- The right person is sharp, smart, a thinker, eager to learn, and very professional.
- Recent grad or AP experience.
- Strong technical skills and willingness to learn new systems.

NEW JOBS THIS MONTH

Certified Welding Inspector

Position Location: Portland, CT, USA

Job Type: Full-Time

Responsibilities:

- Ensure the requirements of codes, standards, and specifications are met.
- Ensure that a procedure is available, has been approved, and is being employed in production.
- Witness the preparation of test plates and destructive tests and verify compliance with appropriate standards and specifications.
- Verify that adequate and valid welder approvals are available and that only approved welders are used in production.
- Verify parent material against documentation and markings. (*Additional requirements*)



JANUARY 2023 HOT JOBS LIST

MERIDEN AREA



NEW JOBS THIS MONTH

Local Class B Driver

Position Location: Meriden, CT, USA

Job Type: Full-Time, compensation starting at \$20 per hour

Responsibilities:

- Safely operate 22' – 24' box truck.
- Haul steel iron, minimal freight handling.
- Securing cargo by strapping.
- Perform pre and post-trip inspections.
- Full-time local haul.
- Monday through Friday starting at 6 a.m.

NEW JOBS THIS MONTH

Primary Care RN - Certified Diabetes Educator

Position Location: Meriden, CT, USA

Job Type: Full-Time

Responsibilities:

- Provides high-quality, comprehensive, professional nursing primary nursing care to individuals and families throughout their lifespan.
- As part of a clinical team, the PCN works at the top of their licensure to enhance the safety, effectiveness, and efficiency of care through both the performance of professional nursing responsibilities and the delegation of technical and clerical functions as appropriate to medical assistants.
- Provides patients with both general and focused health education regarding preventive, chronic, and episodic health care issues.
- Assumes responsibility, in collaboration with primary care providers to coordinate care, support transitions between levels of care, and counsel, educate, and support patients in improving their health status.
- Applies principles of advanced access, planned care and the chronic care model, and rapid cycle performance improvement using the PDSA approach.

NEW JOBS THIS MONTH

Retail Associate Part-Time

Position Location: Meriden, CT, USA

Job Type: Part-Time

Responsibilities:

- Role models established customer experience practices with internal and external customers.
- Supports and embodies a positive store culture through honesty, integrity, and respect.
- Accurately rings customer purchases/returns and counts change back to the customer according to established operating procedures.
- Promotes credit and loyalty programs during customer interactions. (*Additional Responsibilities*)

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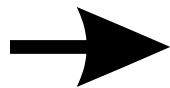
The American Job Centers of South-Central CT offer a variety of services to job seekers and employers FREE of charge. We connect thousands of people to employment each year with training, workshops, 1-on-1 counseling, and job clubs.

To find more training and employment opportunities, please visit the Workforce Alliance website or get started by scanning the QR CODE below.



JOB TRAINING & EMPLOYMENT

**Scan this code
to jumpstart
your new
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Once you have scanned the QR Code, click on **Job Seeker Orientation** and follow our 4-step process to enroll in 10 minutes or less.

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**FEBRUARY HOT
JOBS LIST
COMING
SOON!**