

JULY 2024 HOT JOBS LIST



Welcome to the **American Job Center 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/orientation 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

Coordinate Measuring Machine Inspector

Position Location: Enfield, CT, USA

Job Type: Full-time

Responsibilities:

- Perform inspection of dimensional, layout, assemblies, and fixtures or gauges using a CMM (Coordinate Measuring Machine) or other appropriate measuring devices. Examples include but are not limited to, hole locations, contour measurements, and shapes conforming within prescribed tolerances to print specifications using CMM.
- Inspect the first piece, in-process, and finished products, including the first article, by conducting visual and measurement tests, setting up and running CMMs to perform inspection processes, documenting and communicating required corrections, and ensuring the defective product is not delivered to the customer.
- Process and store CMM or manual inspection data in electronic and printed formats (IAW) with internal standard work and
- Ensure that standard procedures are followed in all aspects of work, ensuring documentation is accurate and complete (i.e., Traveler Sign-off).
- Provide training in using the CMM and inspection instruments, as needed.
- *(Additional Responsibilities.)*

Public Health Nurse

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Implementing program objectives.
- Collecting data regarding the health and developmental status of the individual.
- Identifying and evaluating individual chronic health needs and referring as appropriate.
- Assessing and making referrals for injuries (including first aid) and acute illnesses.
- Coordinating and implementing mandated screening tests.
- Discussing and counseling students and parents/guardians on findings and implications of health assessments/screenings.
- Administering medication and providing specialized physical health care procedures as prescribed.
- *(Additional Responsibilities.)*

Room Attendant

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Keep assigned carts and closets well organized.
- Document time in and out of each room.
- Punch in the updated room status of each room.
- Clean rooms to hotel standards, ensuring each room is complete and ready for a guest and/or VIP to occupy.
- Help other room Attendants when asked by the supervisor.
- *(Additional Responsibilities.)*

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Assistant Property Manager

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- The role of the Assistant Property Manager is to assist the Property Manager with the routine operation of the mixed-finance portfolio property.
- Perform inspections of units to ensure compliance with Housing Quality Standards (HQS) and Uniform Physical Conditions Standards (UPCS).
- Prepare leases for applicants and provide applicants with the necessary documents and materials.
- Track evictions by maintaining contact with the company's local attorney.
- *(Additional Responsibilities.)*

Finance Specialist

Position Location: Meriden, CT, USA

Job Type: Full-time

Responsibilities:

- Reconcile monthly bank statements to accounting records using financial system data.
- Responsible for maintaining and balancing the monthly premium charges from life and medical insurance policies for employees and retirees, including determining eligibility, making membership changes, and preparing invoices for payment.
- Responsible for maintaining records and collecting and depositing payments received from employees who self-pay.
- Responsible for verifying and attaching daily bank receipts to all incoming cash transmittals, batching all transmittals by date, assigning voucher numbers, entering transmittals computer occasionally, balancing, and posting.
- Prepares daily bank deposits on an alternating basis with other office employees. Responsible for verifying and attaching daily bank receipts to all incoming cash transmittals, batches all transmittals by date and assigns voucher numbers, enters transmittals in the computer, balances, and posts.
- Enter journal entries into the financial system.
- *(Additional Responsibilities.)*

BDS Machine Operator (2nd shift)

Position Location: Deep River, CT, USA

Job Type: Full-time

Responsibilities:

- Starts up and operates BDS (plastic blow molding) machines, RSTs, & auxiliary equipment as needed.
- Inspects products and makes adjustments to machines to meet quality and production standards.
- Keep the production floor clean of tails, moils, pellets, bottles, and any material, e.g., regrind.
- Other duties as assigned by the supervisor
- Must be able to lift 50 lb. bags of resin/concentrate into the blender. Must be able to climb ladders and stand on your feet all shift.
- *(Additional Responsibilities.)*

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Behavioral Specialist

Position Location: North Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Develop behavior support plans that will assist individuals in being successful in their employment and community activities.
- Provide training and support to program staff regarding the implementation of behavior support plans, including on-site support and crisis intervention, as necessary.
- Implement behavioral data analysis forms or data collection methodologies, analyze behavioral data, and complete summary reports.
- *(Additional Responsibilities.)*

CNC Machinist

Location: Enfield, CT, USA

Employment Type: Full-time

Responsibilities:

- Ability to set up, troubleshoot, and operate CNC Machines.
- Inspect work completed on CNC Machines for conformance to specifications using bench gauging.
- Strictly follow Standard Work in all aspects of work including CNC Machine setup and operation, process verification, product inspection, documentation, and material handling.
- Perform light preventative maintenance tasks on CNC Machines to maintain machinery performance and prevent machine downtime.
- Reports any safety violation, machining equipment misuse, and/or improperly performed work to the supervisor may provide input for action, including discipline.
- *(Additional Responsibilities.)*

Multimedia and Marketing Associate

Location: West Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Creation of content for social media platforms and other advertorial media.
- Assist with the development of marketing strategies and campaigns across various channels, including social media, website content, and occasionally print media.
- Assist in managing, organizing, and procuring marketing assets such as product renderings, application photography, videography, etc.
- Monitor and report on basic website analytics using tools such as Google Analytics.
- Assist in organizing and coordinating travel, events, or sales workshops.
- *(Additional Responsibilities.)*

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Inside Sales and Customer Service Representative

Position Location: Wallingford, CT, USA

Job Type: Full-time

Responsibilities:

- Act as the main conduit for customer communications.
- Determine and understand customer requirements and communicate those customer requirements throughout the organization.
- Respond to requests for customer quotations, follow up on quotes, and enter orders resulting from quotes.
- Review orders entered by other Sales Representatives for accuracy.
- Respond to customer requests for expedites. Communicate order status to customer.
- *(Additional Responsibilities.)*

Apartment Superintendent

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Implement strategies that align with our mission of preserving affordable housing and creating stable, safe communities through effective maintenance.
- Integrate our core values into supervising maintenance mechanics and temporary staff, ensuring all interactions and operations reflect our commitment to excellence and community care.
- Provide guidance and support to maintenance staff, conducting regular feedback sessions, performance reviews, counseling, and training to foster a skilled and motivated team.
- Perform and oversee maintenance tasks that do not require a license in areas such as electrical, plumbing, appliances, flooring, carpentry, and HVAC, ensuring high standards of repair and upkeep.
- Coordinate with property management staff to ensure timely and effective resolution of repair issues, property upkeep, and preparation of units for residents.
- *(Additional Responsibilities.)*

Diesel Mechanic

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Perform vehicle maintenance and repairs to ensure vehicles are safe for our customers.
- Assist with preventative maintenance (PMs), safety inspections, and annual maintenance inspections.
- Assist in accurately diagnosing and performing mechanical repairs, including the repair of brakes, suspensions, drivetrains, transmissions, and other repairs under direct supervision.
- Ensure work orders are completed properly and accurately. Maintain records of all maintenance work completed, including parts and supplies used.
- *(Additional Responsibilities.)*

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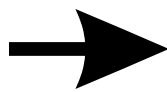
The American Job Centers of South-Central CT offer a variety of services to job seekers and employers FREE of charge. We connect thousands of people to employment each year with training, workshops, 1-on-1 counseling, and job clubs.

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

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to jumpstart
your new
career:




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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HOT JOBS LIST
COMING
SOON!**