

NOVEMBER 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. – 4:00 p.m.

HAMDEN:

Monday-Friday
8 a.m. – 4:15 p.m.



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STAFF PICKS

Office Assistant

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Types a variety of materials in relation to other duties or as assigned.
- Enters and retrieves data on computers, tablets, and other electronic equipment.
- Sets up and maintains office procedures, filing, and indexing systems and forms for own use.
- Composes routine correspondence.
- Compiles and generates recurrent technical, statistical, or financial reports requiring judgment in the selection and presentation of data.
- Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority.
- Responds to inquiries from other work units or departments/agencies.
- Applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance.
- *(Additional Responsibilities.)*

Operations Administrator

Position Location: Meriden, CT, USA

Job Type: Full-time

Essential Job Functions:

- **Administrative Support:** Enter and update data in company databases and software systems. Ensure accuracy and completeness of data, perform filing, and maintain paperwork.
- **Purchasing Support:** Coordinate the purchasing of MRO (Maintenance, Repair, Operations) materials & services from initial Purchase Requisition through Goods Receipt.
- **Inventory Management:** Assist in tracking inventory levels, processing orders, and updating inventory records.
- **Communication:** Serve as a point of contact for internal and external communications, including emails, phone calls, and other correspondence.
- **Support for Operations:** Collaborate with Operations staff to resolve any administrative issues that may impact manufacturing processes.

Substitute Teacher / Paraeducator

Position Location: Hamden, CT, USA

Job Type: Per Diem

Responsibilities:

- This person follows and teaches lesson plans, aids students in understanding the subject matter, and ensures that regular classroom routines are followed.
- Provide meaningful instruction to students in assigned classrooms while the regular teacher is absent.
- Review and implement regular teacher's routines, procedures, lesson plans, and curriculum objectives.
- Establish and maintain a safe and orderly classroom environment.
- *(Additional Responsibilities.)*

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Warehouse Associate

Position Location: Orange, CT, USA

Job Type: Part-time, flexible hours

Roles:

- **Order Picker:** Locate and pick items from the shelves to fulfill customer orders.
- **Packager:** Ensure items are packed securely and efficiently for shipping.
- **Sorter:** Organize and route packages to ensure timely delivery.

Requirements:

- 18 years old or older
- Able to work at least 10 hours a week
- Able to lift 20lbs
- Strong attention to detail and reliability

Attendant III

Position Location: Wallingford, CT, USA

Job Type: Full-time

Responsibilities:

- This position is responsible for the operation of all equipment, pumps, motors, machinery, and processes related to the wastewater treatment facility.
- Makes basic decisions related to process control.
- Observe variations in operating conditions, recognize process upsets, and identify critical conditions in the unit process.
- Performs routine maintenance and repairs on process equipment. Enters data into the computer as required and assists with the preparation of reports and standard forms, including shift logs.
- Conducts readings of supervisory control and data acquisition (SCADA) systems and reads and interprets gauges, meters, and control panels for treatment plant equipment and processes.
- Performs sampling and conducts analytical tests and measurements as required, as well as maintains records of plant operations.
- Conducts training sessions with subordinates pertaining to safety, process control, etc., on equipment and processes.
- Performs all work in a safe, efficient manner.
- Completes other duties as assigned.

Production Cable Helper I

Position Location: Meriden, CT, USA

Job Type: Full-time

Responsibilities:

- Assists machine operators in PM, change-over, set up, startup, and shut down of the machines.
- Inspects and repairs incoming reels for cable defects to increase making the material acceptable for production.
- Preparation of reels when required.
- Material handles to provide and support constant production when required.
- Guides cable onto reels at take up to assure a quality wind-free of overlap or tangle.
- *(Additional Responsibilities.)*

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Banquet Server

Position Location: New Haven, CT, USA

Job Type: Part-time

Responsibilities:

- Provides world-class hospitality and customer service throughout events.
- Sets up and breaks down events, including banquet props, tables, chairs, buffets, table linen, silverware, glassware, and china.
- Replenishes food and beverage stations throughout events.
- Executes table service meals, including wine and coffee service.
- Performs side work including: polishing silverware and glassware, filling condiments and coffee service items, assists in loading and unloading of catering trucks.
- *(Additional Responsibilities.)*

Maintenance Technician I

Location: Milford, CT, USA

Employment Type: Full-time

Responsibilities:

- Performs preventive maintenance, general maintenance, and repair, including such things as installation of equipment, work tables, tools, or other items.
- Maintains calibration of measurement and test equipment, including all applicable records.
- Follows process instructions, Manufacturing Standard Procedures (MSPs), and verbal instructions from the Site Operations Manager.
- Maintains, records, checklists and log books on maintenance performed and inspections conducted.
- Maintains tools and test equipment in a serviceable state.
- Adheres to plant and corporate safety policies.
- *(Additional Responsibilities.)*

Specialty Coating Systems Masker

Location: Milford, CT, USA

Employment Type: Full-Time

Responsibilities:

- Understand and follow the designated processes, work instructions, Manufacturing Standard Procedures (MSPs), and other written and/or verbal instructions.
- Perform basic masking/demasking and inspection tasks using methods and materials as specified in the designated processes using small hand tools, microscope and /or other support equipment.
- Inspect own work for quality compliance.
- May inspect, disassemble, clean, and/or refurbish and/or reassemble coating fixtures.
- Comply with electrostatic discharge (ESD) handling requirements when required and appropriate.
- Maintain a high level of punctuality and attendance.
- *(Additional Responsibilities.)*

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Community Support Specialist II

Position Location: New Haven, CT, USA

Job Type: Part-time or Full-time

Responsibilities:

- Provides services in a team approach, which include but is not limited to: intensive, rehabilitative community support, crisis intervention, group and individual psycho-education, and skill building for activities of daily living.
- Provides a comprehensive array of community-based rehabilitation focused on skill building with a goal of maximizing independence.
- Ensures that services and interventions are highly individualized and tailored to the needs and preferences of the individual.
- Performs other duties as assigned.
- *(Additional Responsibilities.)*

IT Trainee

Position Location: Middletown, CT, USA

Job Type: Full-time

Responsibilities:

- Create real relationships and raving fans by implementing and supporting cutting-edge technology.
- Assist in administrative and general office duties.
- Assist in ongoing IT service and projects with on-site deliveries and drop-offs.
- Imaging of laptops/desktops for stock.
- Organize office and assist associates in ways that optimize efficiency.
- Learn to navigate the ticketing system vital to our business's success.
- Completion of a self-paced technical training materials and certifications.
- Our unique approach to Customer Service.
- Active Directory User and Group Administration; Printer and peripheral installations.
- New Desktop Setups.
- Office 365 Administration.
- *(Additional Responsibilities.)*

Tool Crib and Inventory Control Attendant II

Position Location: Meriden, CT, USA

Job Type: Full-time

Responsibilities:

- Issue tools, equipment, and supplies to manufacturing staff as needed.
- Maintains an organized and clean tool crib.
- Performs regular inspections and maintenance of tools.
- Identifies any necessary repairs or replacements of tools.
- Ensure tools are calibrated and meet safety and quality standards.
- *(Additional Responsibilities.)*

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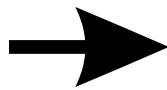
The American Job Centers of South-Central CT offer a variety of services to job seekers and employers FREE of charge. We connect thousands of people to employment each year with training, workshops, 1-on-1 counseling, and job clubs.

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
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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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**DECEMBER
HOT JOBS LIST
COMING
SOON!**