

## DECEMBER 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](https://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.



## DECEMBER 2024 HOT JOBS LIST

### STAFF PICKS

#### Admissions Recruiter/Job Coach

**Position Location:** New Haven, CT, USA

**Job Type:** Full-time

**Responsibilities:**

- Empower young adults by guiding them toward valuable career paths and educational opportunities in compliance with government and management directives.
- Develop linkage with referral resources such as human services agencies, recreation centers, youth organizations, and churches.
- Interview interested candidates and obtain required information on each one, and ensure all documents required to support eligibility are obtained, properly completed, and included in each applicant's folder.
- Complete all required documentation in CTS and in individual folders for assigned graduates until their service period ends.
- Prepare placement reports and assist in the development of the contract placement plan.
- As requested, conduct career support activities in support of centers and regional office efforts.
- *(Additional Responsibilities.)*

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#### Direct Support Professional

**Position Location:** Cromwell, CT, USA

**Job Type:** Full-time

**Responsibilities:**

- Follow agency policies and participate in related goals and plans.
- Promote inclusion as well as social and emotional growth for the individuals we support in their homes and communities.
- The DSP is responsible for the health, well-being, and development of the individuals we serve and works in conjunction with other staff members to provide the best possible care for all individuals.
- Supports the organization's mission, vision, and guiding principles.
- *(Additional Responsibilities.)*

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#### Police Officer

**Position Location:** New Haven, CT, USA

**Job Type:** Full-time

**Responsibilities:**

- Provides state-of-the-art, contemporary, innovative policing services.
- Patrols assigned areas, as required, with various modes of transportation, including but not limited to patrol vehicles, bicycles, motorcycles, and on foot.
- Responds to and assesses various routine and emergency scenarios, including but not limited to criminal and civil complaints.
- *(Additional Responsibilities.)*

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### General Plant Worker

**Position Location:** West Haven, CT, USA

**Job Type:** Full-time

#### Responsibilities & Job Description:

- Candidates should be interested and able to train in all departments, including:
  - Powder paint department (prep, paint, pretreat, line load & unload).
  - Machine shop (industrial metal saws, drill presses, lathes, CNC milling machines).
  - Assembly (light fixtures).
  - Shipping and receiving.
  - The ideal candidate will be willing to learn all aspects of the shop floor.
  - There is room for growth as new skills are learned.

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### Customer Operations Team Leader

**Position Location:** New Haven, CT, USA

**Job Type:** Full-time

#### Responsibilities:

- Lead and coach retail floor co-workers to ensure consistent customer experience and efficient operation in cash lanes, click-and-collect, home delivery, handout, and the car loading area.
- Oversee the daily operation of the supervised play facility for children and the daily restocking of shopping tools throughout the store.
- Ensure the greeter is in place at the store entrance to actively guide and answer customers' questions.
- Ensure customer service co-workers have the knowledge, confidence and empowerment to make decisions that have a great customer experience outcome.
- Monitor performance against goals and analyze customer concerns and KPIs for continuous improvement.
- Keep an eye on cash lanes, full-serve handout (FSHO), and click-and-collect (C&C) processes.
- Recruit, onboard, train, lead, and develop customer service coworkers/play facility co-workers. Manage individual development plans, resource planning, co-worker relations, performance, and delegate responsibilities.
- Identify successors and facilitate necessary training.
- *(Additional Responsibilities.)*

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### Direct Support Professional

**Position Location:** Middletown, CT, USA

**Job Type:** Full-time

#### Responsibilities:

- Follow agency and program-specific plans that are designed to promote social and emotional growth in the individuals we serve and foster opportunities for independence and individuality, allowing them to grow as members of their community.
- Facilitate training, social and community-based activities, and assist in creating opportunities for inclusion.
- The ideal candidate will have compassion, previous experience assisting adults with special needs, strong interpersonal and communication skills, and good judgment.
- *(Additional Responsibilities.)*

## DECEMBER 2024 HOT JOBS LIST

### Airport Ramp Coordinator

**Position Location:** New Haven, CT, USA

**Job Type:** Part-time

**Responsibilities:**

- Coordinate with the Terminal Operations Controller for safe passenger movement and overall ramp operations.
- Address security issues involving door alarms, vehicle access, and ensure compliance with TSR 1542.
- Monitor ramp cleanliness to mitigate foreign object debris (FOD) and other potential hazards, such as tripping and slipping.
- Respond to ramp emergencies.
- Enforce airport rules and regulations for vehicle and equipment operation on the AOA.
- Oversee fueling, ground support vehicle movement, and other aircraft servicing.
- *(Additional Responsibilities.)*

### First Class Lineworker

**Location:** Wallingford, CT, USA

**Employment Type:** Full-time

**Responsibilities:**

- Thorough knowledge of practices, materials, and equipment used in the transmission and distribution system of the electric division.
- Have practical knowledge of the employment of all tools and materials, of the strength of all materials used in line construction, and the limitation of all tools and mechanical equipment used in the construction and maintenance of the transmission and distribution systems.
- Ability to do required electrical work, work with hot equipment, and use hot line tools.
- Good physical condition, including hearing and vision.
- Ability to work indoors or outdoors as assigned.
- *(Additional Responsibilities.)*

### Production Utility Front End

**Location:** Meriden, CT, USA

**Employment Type:** Full-Time

**Responsibilities:**

- Required duties include spreading food toppings on products, wiping trays clean, placing trays on conveyors, and similar tasks.
- Ensure that the product looks neat and that all ingredients have been applied according to specifications.
- Responsible for notifying supervisor and QA tech of defective ingredients or materials that may hinder assembly.
- Ensure a clean and neat work area.
- Follow all General Manufacturing Practices (GMP practices).
- Ensure unsafe acts or conditions are reported promptly for corrective action.
- Empowered to stop a task if there are safety concerns so that corrective action can be taken.
- You are engaged with routinely auditing your team, processes, and environment.
- *(Additional Responsibilities.)*



## DECEMBER 2024 HOT JOBS LIST

### Order Fulfillment Warehouse Associate

**Position Location:** New Haven, CT, USA

**Job Type:** Full-time

**Responsibilities:**

- Receiving inbound goods and ensuring inventory accuracy at the point of receiving.
- Moving product to final selling location (in storage or on the floor—all areas).
- Performing sales space replenishment with flexibility and according to visual merchandising guidance.
- Selecting goods for customers within the agreed time frame, securing excellent quality of delivery in a multichannel environment.
- Adhering to store inventory control procedures, including proper transfer type usage and inventory-taking procedures.
- Contributing to an environment where the organization's culture is a strong and living reality that embraces the diversity of co-workers and customers.
- *(Additional Responsibilities.)*

### Chief Stockperson

**Position Location:** Wallingford, CT, USA

**Job Type:** Full-time

**Responsibilities:**

- Perform and/or supervise the manual and clerical duties related to receiving, storing, and issuing materials, parts, tools, and equipment.
- Maintain the Division's perpetual and real-time material inventories and stock records.
- Ensure the confirmation of all received materials, parts, tools, and equipment, including condition and quantity, and confirm deliveries against purchase orders.
- Distribute materials, parts, tools and equipment, and charges them to the proper work orders and/or accounts.
- Monitor on-hand inventories and request purchases and/or deliveries to maintain required quantities of all division warehouse items.
- Prepare and maintain various records and reports pertaining to inventory control, material usage, work orders and similar issues.
- *(Additional Responsibilities.)*

### Retail Display and Equipment Coordinator

**Position Location:** New Haven, CT, USA

**Job Type:** Full-time

**Responsibilities:**

- Ensuring a safe and efficient storage, fulfillment, and inventory process.
- Identifying needs for new display equipment, fixtures, and racking to support all in-store promotions.
- Leading and ensuring the proper and safe use of retail equipment, including providing training to co-workers.
- Managing the storage and retrieval of retail equipment.
- *(Additional Responsibilities.)*

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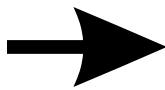
The American Job Centers of South-Central CT offer a variety of services to job seekers and employers FREE of charge. We connect thousands of people to employment each year with training, workshops, 1-on-1 counseling, and job clubs.

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



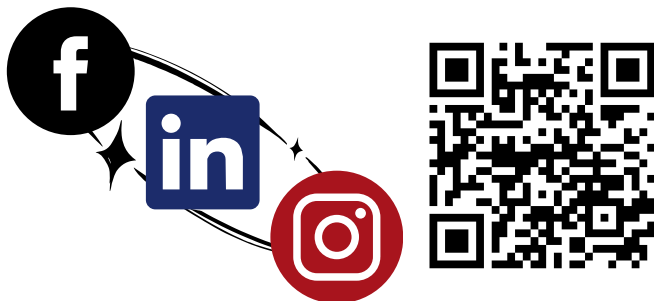
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Once you have scanned the QR Code, click on [Job Seeker Orientation](#) and follow our 4-step process to enroll in 10 minutes or less.

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**JANUARY  
HOT JOBS LIST  
COMING  
SOON!**