

JANUARY 2025 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

Development and Communications Associate

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Serve as an ambassador, representing who we are, what we believe, and making visitors feel welcome.
- Develop and implement the school's marketing plan to ensure a positive and accurate profile in our region.
- Develop and implement outreach strategies to connect Friends Center with potential funders.
- Operate social media channels, including Facebook, Instagram, and YouTube, writing content, creating graphics/videos, and monitoring our brand online.
- Manage website, draft content and serve as a project manager for design and planning maintenance and refreshes.
- Draft press releases and announcements to promote Friends Center to donors and the community at large.
- Review media analytics to determine best practices and make recommendations to improve media reach to key audiences.
- Produce strategic content and materials (including videos, graphics, newsletters, emails, and more) needed for donor and community engagement.
- *(Additional Responsibilities.)*

Food Service Associate

Position Location: Meriden, CT, USA

Job Type: Full-time

Responsibilities:

- Washes pots, dishes, and equipment (Labor intensive, requiring you to be on your feet for up to 6 hours at one time).
- Replenishes supplies and restocks the storeroom.
- Delivers patient trays.
- Serves food.
- Assists with food preparation.
- Prepares patient trays.
- *(Additional Responsibilities.)*

Office Support Coordinator

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Establishes positive, respectful rapport and professional working relationships with clients, staff, and providers.
- Supports the office manager with updating the program waitlist to process admissions, discharges, check-ins, and sign-outs.
- Processes CAN referrals as assigned by the program and office manager to effectively liaison with the CAN to ensure priority waitlist maintained in accordance with contractual and procedural standards.
- Assists community providers with obtaining necessary documents for emergency housing applications.
- *(Additional Responsibilities.)*

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CDL Class A Local Delivery Driver

Position Location: Enfield, CT, USA

Job Type: Full-time

Responsibilities:

- The primary duty of the CDL Class A Driver entails the safe and professional operation of a commercial motor vehicle, company equipment, and the courteous delivery of products to our valued customers.
- The CDL Class A Driver is responsible for unloading and delivering products to our local customers and is responsible for pre-trip and post-trip inspections of equipment and vehicle.
- The CDL Class A Driver will securely operate Powered Industrial Trucks (PIT) and/or Material Handling Equipment (MHE) such as an electric pallet jack and/or hand truck.
- Other duties as assigned.

Assessment Technician

Position Location: Meriden, CT, USA

Job Type: Full-time

Responsibilities:

- Prepares a variety of office materials, including correspondence, forms, reports, and statistics.
- Organize, sort, and interpret information submitted by taxpayers, governmental agencies, and leasing companies to determine proper assessments in all but the most difficult situations.
- Review payment records and process additions or abatements as required. Types bills or operates computers to produce bills to program recipients, customers, or other agencies.
- Required to conduct field inspections of property, check building permits, draw new buildings, measure structures or additions to existing structures, review, compile, and update field cards, owner of record cards, and related records.
- Performs a variety of office duties such as filing, sorting department mail, serving as information clerk, directing callers to proper persons, and providing information regarding the functions and operations of the department.
- Administer tax relief programs which include the following: State HE.A.R.T., Veterans, State Additional Veteran's Exemption, City of Meriden Additional Veteran's Exemption, Blind and Additional Blind Exemptions, Disability Exemption, City of Meriden Elderly Tax Relief Program. Ability to explain programs, and takes applications.
- *(Additional Responsibilities.)*

Warehouse Clerk

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Printing daily schedules and releases from the night before.
- Signing in trucks.
- Answering the phone from truckers/customers.
- Updating release folder for all customers – 15 folders/15 different customers.
- Filing all releases received in proper customer folders.
- *(Additional Responsibilities.)*

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Cook

Position Location: Middletown, CT, USA

Job Type: Full-time

Responsibilities:

- Follows standardized recipes while being able to quantity and batch cook, appropriately garnish, and decorate according to standards.
- Handles, prepares, and distributes food at the proper temperature and also assists in the cleaning and proper sanitation of the equipment in accordance with health codes and departmental policies and procedures to avoid contamination.
- Completes assigned administrative recordkeeping such as inventory of supplies, production records, all required logs including but not limited to temperature logs, waste logs, substitution logs, etc, and various reports as assigned on a daily basis.
- *(Additional Responsibilities.)*

Customer Relations Manager

Location: Enfield, CT, USA

Employment Type: Full-time

Responsibilities:

- Serve as the primary liaison between customers and the distribution center, responsible for building positive relationships, enhancing customer satisfaction, resolving issues, educating restaurant teams on new programs, and acting as a trusted advisor and brand ambassador.
- Resolve Customer and/or Driver issues or concerns; provide timely responses to any customer queries; enter all customer interactions into Customer Relationship Manager (CRM) system. Assign and follow up for resolution; communicate resolution to all stakeholders.
- Schedule restaurant visits and conduct restaurant location delivery observations prioritizing the restaurant visits with lowest service levels (delivery on-time metric and deliver accuracy metric).
- *(Additional Responsibilities.)*

Peer Recovery Specialist

Location: Meriden, CT, USA

Employment Type: Full-Time

Responsibilities:

- The Peer Recovery Specialist will combine personal experience with professional training to support clients in different phases of recovery utilizing a strengths-based client-centered approach.
- Working within Adult Services, the Recovery Support Specialist (Peer) works on the Residential Behavioral Health Treatment care team to support clients' recovery from mental illness, substance use, and homelessness.
- *(Additional Responsibilities.)*

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Welder/Fabricator

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Equipment and facility welding repair.
- Custom fabrication and construction projects.
- Practice excellent time management.
- Project timelines for repair, fabrication, and designated deadlines.
- Multitasking and prioritizing repairs.
- Maintain and care for company welding and fabrication equipment.
- Read, understand, and interpret technical drawings.
- *(Additional Responsibilities.)*

Heavy Equipment Mechanic

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Perform scheduled services on heavy equipment.
 - Excavators
 - Loaders
 - Dozers
 - Cranes
 - Forklifts
 - Payhaulers
- Perform diagnostics on electrical, hydraulic, and mechanical systems.
- Adhere to company policies and procedures.
- Complete assigned repairs as designated by the supervisor.
- *(Additional Responsibilities.)*

Truck Driver Class A CDL

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Loading, unloading, and lashing of cargo.
- Safely Operate in accordance with FMCSA and DOT regulations.
- Show respect to co-workers and customers.
- Daily pre-trip and post-trip inspections.
- Maintain a clean truck and be presentable at all times while on duty.
- *(Additional Responsibilities.)*

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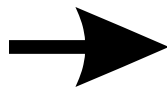
The American Job Centers of South-Central CT offer a variety of services to job seekers and employers FREE of charge. We connect thousands of people to employment each year with training, workshops, 1-on-1 counseling, and job clubs.

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



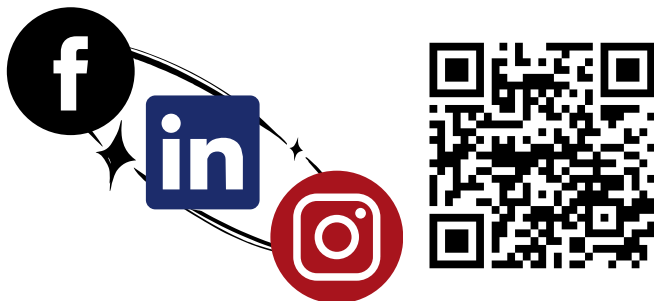
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**FEBRUARY
HOT JOBS LIST
COMING
SOON!**