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***Pointstaffing.com***

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East Windsor, CT 06088  
*Phone: 860-292-5330*  
*Fax: 860-292-5322*

425 Union Street  
West Springfield, MA 01089  
*Phone: 413-747-2516*  
*Fax: 413-747-2914*

- Jobs can be applied for directly online at our website or by calling 860-292-5330 or 413-747-2516.

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**Job ID:**

**Title:** Accounting/Receptionist

**Location:** Bloomfield, CT

**Type:** Administrative

**Industry:** Administrative

**Pay Rate:** \$12/hr

**Post Date:** 07/12/2011

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**Job Description:**

1st shift, possible temp-to-hire opportunity. Small manufacturer. Will be answering phones and working with Quickbooks.

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**Job Requirements:**

MUST have minimum 2 years experience in an office environment, clear speaking voice and Quickbooks experience.

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**Job ID:**

**Title:** Administrative Assistant/Sales Support

**Location:** East Hartford, CT

**Type:** Administrative

**Industry:** Administrative

**Pay Rate:** DOE

**Post Date:** 07/13/2011

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**Job Description:**

Full-time, temp-to-hire position. Will be supporting Branch Manager, Sales Manager, Sales Representatives and Operations Manager. Will be creating reports and formal business letters.

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**Job Requirements:**

MUST be computer savvy including Word, Excel and PowerPoint. Must be able to multi-task but also prioritize tasks.

**Job ID:**

**Title:** Assembly

**Location:** East Hartford, CT

**Type:** Manufacturing

**Industry:** Manufacturing

**Pay Rate:** \$9/hr

**Post Date:** 07/26/2011

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**Job Description:**

1st shift, possible temp-to-hire opportunity. Assembler- Measuring, cutting and assembling wire cables.

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**Job Requirements:**

MUST have relevant assembly experience in a manufacturing environment.

**Job ID:**

**Title:** CNC Machinist

**Location:** Simsbury, CT

**Type:** Manufacturing

**Industry:** Manufacturing

**Pay Rate:** \$15-\$20/HR

**Post Date:** 06/27/2011

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**Job Description:**

set-up, breakdown, milling, lathe. Ability to read blueprints and schematics. Overtime Possible

**Job ID:**

**Title:** Customer Service/Warehouse

**Location:** Manchester, CT

**Type:** Warehouse

**Industry:** Warehouse

**Pay Rate:** \$9.50/hr

**Post Date:** 07/07/2011

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**Job Description:**

Long-term, possible temp-to-hire. Hours are as follows: Monday 1pm - 10pm Tuesday 1pm - 10pm Wed - 1pm - 10pm Thursday - OFF Friday - 2pm - 10pm Sat - 8am - 5pm Sunday - OFF Will be taking orders over the phone and in person, entering data into computer, and pulling parts.

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**Job Requirements:**

Basic computer skills including data entry, lifting up to 60lbs, clear speaking voice, customer service skills. Khaki pants and buttoned down shirt required. No sneakers! MUST be able to work required schedule, no exceptions!

**Job ID:**

**Title:** Glazier

**Location:** Hartford, CT

**Type:** Warehouse

**Industry:** Warehouse

**Pay Rate:** DOE

**Post Date:** 07/06/2011

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**Job Description:**

1st shift, possible temp-to-hire opportunity.

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**Job Requirements:**

Must have curtainwall and storefront installation experience, Glazier license and valid driver's license.

**Job ID:**

**Title:** Manufacturing Assistant

**Location:** Bloomfield, CT

**Type:** Manufacturing

**Industry:** Manufacturing

**Pay Rate:** DOE

**Post Date:** 07/26/2011

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**Job Description:**

Performs the set-up, calibration, testing and troubleshooting of circuits, components, instruments and mechanical assemblies. Determines and may develop test specifications, methods and procedures from blueprints, drawings and diagrams. Tests and troubleshoots assemblies and/or final systems. May complete rework on assemblies and/or systems as a result of testing. Prepares technical reports summarizing findings and recommending solutions to technical problems. May assist in the selection and set-up of specialized test equipment. Works on assignments that are semi-routine in nature where ability to recognize deviation

from accepted practice is required. Normally receives general instructions on routine work, detailed instructions on new assignments.

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**Job Requirements:**

The ideal candidate must possess experience in testing digital and/or analog systems. Ability to read drawings and use measurement instruments. Typically an AA degree, military technical training or their equivalent vocational training is required

**Job ID:**

**Title:** Part-Time Custodian

**Location:** Windsor, CT

**Type:** Janitorial

**Industry:** Janitorial

**Pay Rate:** \$10.50/hr

**Post Date:** 07/22/2011

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**Job Description:**

Possible temp-to-hire opportunity. Evening hours, 4pm - 8pm. General Duties The Custodial staff is responsible ensuring all assigned areas are cleaned, sanitized and maintained at the highest standard. This includes any indoor household cleaning and organizing tasks assigned and may regularly include cleaning "projects". Specific Responsibilities:

- Support the activities of the housekeeping staff, other personnel or contractors to ensure effective and efficient cleaning and service/special event support.
- Clean and sanitize bathrooms, clean glass, dust, remove graffiti and clean other surfaces to prepare building for occupancy and to maintain them at an acceptable level
- Sweep, mop and vacuum floors, corridors, stairs or archways.
- Restock cleaning and paper supplies as needed
- Emptying waste baskets, collects and disposes of rubbish and recycling.
- Cleaning and disinfecting of all assigned areas. Works with chemical cleaning agents daily.
- Cleaning carpets and waxing floors.
- Moving furniture and arranging chairs, tables and other equipment as necessary.
- Monitoring and report all unsatisfactory building and facility conditions.
- Perform other Physical Plant duties to support the overall mission.
- Availability for emergencies and off-hour work required some weekends.
- This position requires flexible work hours that may include Sunday. General duties as necessary
- Assist with set up and clean up for special school events.
- Perform seasonal tasks as needed including shoveling, clearing snow and ice from walks stairs and pathways as needed.

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**Job Requirements:**

- Demonstrate proper judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting. Must have a positive attitude, desire to learn and good people skills
- Have the ability to regularly lift and/or move up to ten pounds, frequently lift and/or move up to 50 pounds and occasionally lift 50+ pounds with assistance. Items typically moved, buckets, refuse containers, furniture.
- Have the ability to consistently stand/ walk for up to 8 hours per day, frequently and repeatedly bending, twisting, reaching and kneeling.
- Must be able to maintain the integrity of confidential information relating to students.
- Must have the ability to follow quality

standards and have the skills to refinish floors including stripping and recoating of floors, carpet and upholstery cleaning. Must be able to carefully and safely move furniture and deliver supplies as needed. Must be able to perform tasks with minimal supervision and work independently and flexibly for long portions of the workday. Must be able to adhere to safety standards while maintaining efficient work habits. Valid CT driver's license required, box truck experience a plus. Must have demonstrated custodial or related cleaning experience. Must be experienced working with cleaning chemicals, and follow product guidelines. Must be able to confidently communicate with all members of the community. High School diploma or equivalent required. Pre-employment physical, drug screen and background check required

**Job ID:**

**Title:** Pre-Press Utility

**Location:** Ellington, CT

**Type:** Warehouse

**Industry:** Warehouse

**Pay Rate:** \$10/hr

**Post Date:** 07/26/2011

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**Job Description:**

1st shift/2nd shift 6am - 6pm. ESSENTIAL DUTIES AND RESPONSIBILITIES. Other duties may be assigned. Pull orders from office and verify items are available for job to run. Pull paper, dies, ink, print cylinders, cores and boxes. Mix ink when necessary Mount plates Check inventory of paper, boxes, ink, cores. Notify Purchasing Agent to order materials as needed. Wrap pallets for shipping. Receive and verify incoming shipments. Performs minor repairs to building fixtures, printing machinery, performs minor plumbing repairs, cleans electrical fixtures and replaces bulbs, and participates in plant painting projects, etc. Trains to certification in fork truck operations. Performs other duties as assigned. Communicates at all times with professionalism and tact in all relationships with customers, vendors, and co-workers.

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**Job Requirements:**

QUALIFICATIONS The requirements listed below are representative of the knowledge, skill, and/or ability required. Communication Skills Writes and speaks clearly and informatively in all situations. Listens and gets clarification. Uses tact and diplomacy in all external and internal communications. Teamwork Contributes to building a positive team spirit. Supports everyone's efforts to succeed. Professionalism Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration. Accepts responsibility for own actions. Ethics Treats people with respect, inspires the trust of others, upholds organizational values. Quality Demonstrates accuracy and thoroughness, monitors own work to ensure quality. EDUCATION AND/OR EXPERIENCE High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to

effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organizations. MATH SKILLS - Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals as needed. REASONING ABILITY - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. COMPUTER SKILLS - As needed to mix inks and use Label Trax. Physical Demands - While performing the duties of this job, the employee is regularly required to walk, stand, sit, squat, reach, bend, crouch, stoop, crawl and kneel; use hands to finger, handle or twist, and talk and hear. The employee is frequently required to reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

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**Job ID:****Title:** Quality Control Technician**Location:** Enfield, CT**Type:** Manufacturing**Industry:** Manufacturing**Pay Rate:** \$10.50/hr**Post Date:** 06/30/2011

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**Job Description:**

1st and 2nd shift openings. Quality Control of metal coated test plates that have been cut to size by the converting department-Measure flatness - Laying plate on table and hang test-Measure burrs on edges of plates-Visually inspect coated plates for coating defects: streaks, voids, scratches, etc.

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**Job Requirements:**

-Ability to use micrometer preferred.-Ability to read a ruler to 64ths -Knowledge of fraction to decimal conversion -Willing to help in other production areas when short-staffed.

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**Job ID:****Title:** Shipping/Receiving/Customer Service**Location:** Windsor Locks, CT**Type:** Customer Service**Industry:** Customer Service**Pay Rate:** DOE**Post Date:** 07/18/2011

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**Job Description:**

Temp-to-Hire opportunity with growing company. Will be working with computer data base to learn parts that are being sold on-line, process online orders, pick the parts, take a digital

photo of all the pieces before they go into the box then copying them onto website, print shipping labels and complete the boxing/labeling process, emailing tracking number to the customer. Once trained on shipping/receiving duties will get involved with Customer Service.

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**Job Requirements:**

Key qualities needed: Computer skills, presentable, Hard-working, a desire to work independently while keeping in mind the best interest of the company. Computer savvy, speak well, self-motivated, comfortable asking questions. Lifting to 100lbs may be required.

**Job ID:**

**Title:** Shipping/Warehouse

**Location:** Bloomfield, CT

**Type:** Warehouse

**Industry:** Warehouse

**Pay Rate:** \$12-\$15/hr

**Post Date:** 07/08/2011

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**Job Description:**

Putting together wood crate boxes specially sized per order to be shipped. Will be using a staple and nail gun, hand saw for making adjustments to lumber being used to build crates.

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**Job Requirements:**

Needs good basic math skills, Forklift skills are a plus, ability to manage time effectively in accordance with the daily "scheduled" shipping orders and non-scheduled orders that hold priority.

**Job ID:**

**Title:** Team Leader/Group Leader/Assembly

**Location:** East Hartford, CT

**Type:** Manufacturing

**Industry:** Manufacturing

**Pay Rate:** \$15-\$16/hr

**Post Date:** 07/26/2011

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**Job Description:**

1st Shift temp-to-hire opening. Job duties include measuring, cutting and assembling wire cables.

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**Job Requirements:**

Minimum 2 years related assembly experience in a manufacturing environment. Prior

experience as a team lead is a plus.

**Job ID:**

**Title:** Test Technician

**Location:** Windsor, CT

**Type:** Manufacturing

**Industry:** Manufacturing

**Pay Rate:** \$12-\$14/hr

**Post Date:** 06/27/2011

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**Job Description:**

Possible temp-to-hire position. Job entails testing aircraft ground support equipment using software programs, pneumatic and vacuum gauges and digital voltmeters indoors and outside.

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**Job Requirements:**

This position requires 2 years of air conditioning and electrical troubleshooting experience. Diesel engine and mechanical / hydraulic knowledge are helpful but not required. Must be dependable, self-starter and capable of working independently. Own tools required.

**Job ID:**

**Title:** Tool Designer/Engineer

**Location:** Farmington, CT

**Type:** Manufacturing

**Industry:** Manufacturing

**Pay Rate:** DOE

**Post Date:** 06/17/2011

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**Job Description:**

Possible temp-to-hire. 1st shift. Looking to bring on new members into their tooling department. The tool designer will provide some leadership to the tool and fixture building operations with primary responsibility for shop tooling, fixturing and gauges.

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**Job Requirements:**

Sinker EDM with additional skill sets: We are looking for a person with EDM Fixture Design skills, with toolmaking background, and with 7-10 years of experience in Aerospace (minimum). Must be expert qualified in program and operation of CNC equipment. Must be fluent in English. Must be expert qualified in either Unigraphics, Mastercam, Surfcam, or Cad Key programs. Must be able to create a 3D CAD model and solid model manipulate.

**Job ID:**

**Title:** Warehouse

**Location:** Enfield, CT

**Type:** Warehouse

**Industry:** Warehouse

**Pay Rate:** \$10-\$10.50/hr

**Post Date:** 06/27/2011

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**Job Description:**

1st and 2nd shift opening. Must have flexibility in schedule. The company receives, cuts, coats and ships large coils of metal sheeting. Pallet jack, packing, shrink wrapping. Order selecting, banding of scrap materials, commercial boxing, skids, wood crate assembly, inventory management.

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**Job Requirements:**

Forklift experience is a plus but not required. Lifting up to 50lbs.

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**Job ID:**

**Title:** Warehouse

**Location:** Windsor Locks, CT

**Type:** Warehouse

**Industry:** Warehouse

**Pay Rate:** \$9/hr

**Post Date:** 06/27/2011

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**Job Description:**

MANY short term temporary assignments. 1st shift availability. Loading and unloading trucks.

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**Job Requirements:**

Moderate to heavy lifting, own transportation, criminal background check and drug screen