

Point Staffing Services ~ Job Postings
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1 Hartfield Blvd
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.

Job ID:

Title: Assembly

Location: East Hartford, CT

Type: Manufacturing

Industry: Manufacturing

Pay Rate: \$9/hr

Post Date: 08/12/2011

Job Description:

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

Job Requirements:

MUST have relevant assembly experience in a manufacturing environment.

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: 08/12/2011

Job Description:

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

Job ID:

Title: Customer Service/Call Center

Location: Suffield, CT

Type: Administrative

Industry: Administrative

Pay Rate: \$11-12/hr

Post Date: 07/27/2011

Job Description:

Temp-to-hire opportunity. 1st shift. Essential Job Functions: •Taking phone, fax, mail and email orders and enter orders. •Answering phone calls •Set up new customer information and updating existing accounts in computer system •Handle customer questions and concerns •Reply to phone messages •Reply to customer emails

Job Requirements:

MUST have a call center background to be considered for this position. Requirements •High School diploma •One year customer service experience •Type at least 30 words per minute •Knowledge of MS Word, Excel, Outlook, Access •Experience taking phone orders and entering them into computer system Other Skills/Abilities •Good communication skills •Customer Service Skills •Knowledge of customer service concepts, practices and procedures •Outstanding work ethic •Punctuality •Ability to learn codes for over 225 products

Job ID:

Title: Engineering Technician

Location: Farmington, CT

Type: Manufacturing

Industry: Manufacturing

Pay Rate: \$15/hr

Post Date: 08/05/2011

Job Description:

1st shift openings. Possible temp-to-hire opportunities.

Job Requirements:

Experience in any or all of the following is preferred, CNC Milling, CNC Turning CNC EDM, W-EDM, Sinker EDM experience

Job ID:

Title: Forklift Operator/Non-CDL Driver/Warehouse

Location: Hartford, CT

Type: Warehouse

Industry: Warehouse

Pay Rate: \$10-\$11/hr

Post Date: 08/03/2011

Job Description:

1st shift, temp-to-hire opportunity. Our client is seeking a Non-CDL Driver with mechanical skills, and warehouse skills. Would require a drug test and criminal background check prior to starting. Must have forklift capabilities. Full Benefits when you go perm. Person must be dependable and responsible.

Job Requirements:

Must be able to read and write English, be able to lift up to 100 lbs, have clean driving record, be able to pass pre-employment drug test and criminal background check.

Job ID:

Title: Glazier

Location: Hartford, CT

Type: Warehouse

Industry: Warehouse

Pay Rate: DOE

Post Date: 08/12/2011

Job Description:

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

Job Requirements:

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

Job ID:

Title: Maintenance Cleaner

Location: East Granby, CT

Type: Janitorial

Industry: Janitorial

Pay Rate: \$8.25/hr

Post Date: 08/11/2011

Job Description:

2 week temporary assignment. 10:00am - 6:30pm Responsibilities: Sweep/Mop in and outside production facility. Empty garbage from the rooms and bring out to dumpster. Empty cardboard and properly dispose of in bailer machine. Wash dishes according to U.S.D.A. expectations. General Sanitation inside and outside the facility. Assist Sanitation Dishwashers if needed. Disassemble machinery (production area) such as meat slicer, etc. in P.M. cleaning and sanitizing and re-assembling in the A.M.

Job Requirements:

Qualifications: Fast paced individuals with high motivation. Capable of lifting/pushing/pulling heavy loads. Must lift at least 25 pounds up to 50 pounds Speak, read write and understand English

Job ID:

Title: Manufacturing Assistant

Location: Bloomfield, CT

Type: Manufacturing

Industry: Manufacturing

Pay Rate: DOE

Post Date: 07/26/2011

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.

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: 08/12/2011

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.

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: Painter

Location: Windsor, CT

Type: Janitorial

Industry: Janitorial

Pay Rate: \$11/hr

Post Date: 08/11/2011

Job Description:

1st shift long-term temporary position.

Job Requirements:

MUST have previous painting experience.

Job ID:

Title: PC Assembly/Solderer

Location: East Windsor, CT

Type: Manufacturing

Industry: Manufacturing

Pay Rate: \$9-\$11/hr

Post Date: 07/27/2011

Job Description:

1st shift, possible temp-to-hire. Description: Blend, cut and insert discrete electronic components such as resistors, capacitors, diodes, integrated circuits into standard printed circuit boards and solder as required. Cutting and tinning of small wire leads. Soldering of small mechanical parts on to metal housings.

Job Requirements:

Skill Requirements: Familiarity of standard military grade soldering techniques and ability to read instruction manuals and drawings. Physical Requirements: Good eyesight and hand coordination. Experience Requirements: Preference to experienced operators with at least two years of soldering work. Ability to communicate in English a MUST

Job ID:

Title: Pre-Press Utility

Location: Ellington, CT

Type: Warehouse

Industry: Warehouse

Pay Rate: \$10/hr

Post Date: 07/26/2011

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.

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.

Job ID:

Title: Purchaser/ Inventory Specialist

Location: Farmington, CT

Type: Administrative

Industry: Administrative

Pay Rate: DOE

Post Date: 08/05/2011

Job Description:

The Inventory Control Specialist oversees the Perpetual Inventory maintenance process of the store. The Inventory Control Specialist is the key individual to research any out of stocks in the store working cross-functionally with the management team. This position is responsible for ensuring accurate physical inventory and maintaining acceptable in-stock position. The Inventory Control Specialist is responsible for the execution of pricing actions as well as assisting in the verification of plan-o-gram and price integrity. The Inventory Control Specialist also assists with the new development and organization + maintenance of back room and overstock areas as well as assisting with the preparation of the yearly physical inventory. Responsibilities: Selected candidate will be primarily responsible for acquiring marketing services for our industrial adhesives organization. Identifies, defines, and documents common Purchasing procedures. Streamlines process for communication of key data to suppliers. Verifies quality of Purchasing Vendor Master Data.

Job Requirements:

Qualifications: A Bachelor's degree involving major study in business administration. Courses in economics, purchasing, marketing, accounting, retailing, statistics or data processing. Full-time work experience as a professional buyer or Inventory Control Specialist may be substituted for some education. Full-time work experience as a buyer s assistant, purchasing agent or equivalent may be substituted in certain circumstances for education. Ability to learn and apply purchasing methods and procedures in accordance with regulations and policies. Knowledge of Six Sigma Lean buying procedures a plus. Strong analytical skills. Strong communication skills, oral and written. Good negotiating skills. Excellent computer skills. Good organizational skills. Detail orientation required.

Job ID:

Title: Quality Control Technician

Location: Enfield, CT

Type: Manufacturing

Industry: Manufacturing

Pay Rate: \$10.50/hr

Post Date: 06/30/2011

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.

Job Requirements:

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

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

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.

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: Quality Technician

Location: Farmington, CT

Type: Manufacturing

Industry: Manufacturing

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

Post Date: 08/05/2011

Job Description:

1st shift, possible temp-to-hire opportunity for busy, growing company.

Job Requirements:

Requirements 1. Working knowledge of Aerospace specifications and standards 2. Good math skills geometry, algebra, trigonometry, etc 3. Ability to use a micrometer and gage pins
Minimum Requirements Positive Attitude Effective Interpersonal Skills Ability to treat others with dignity and respect. Experience with computers Windows, Excel, word, etc . Excellent organizational skills filing, collating, etc. Good written and verbal communication skills. Very Detail oriented Ability to seek guidance when necessary. Ability to work additional hours when

required.

Job ID:

Title: Re-Treading/Production

Location: Ellington, CT

Type: Automotive

Industry: Automotive

Pay Rate: \$10 - \$11/hr

Post Date: 07/27/2011

Job Description:

1st shift, temp-to-hire opportunity. Job Duties include but not limited to: Inspect the tire using tire-imaging equipment for other problem areas that a retread won't fix, such as broken belts, sidewall damage, or soft spots. Repair minor damage such as nail or puncture holes. Observe federal safety standards for tire repair inspection as to what sizes, shapes and locations of punctures can be fixed on a tire. Buff away any remaining old tread so the surface of the tire is smooth. Use course sandpaper to rough up the surface of the tire to create a covering that will accept an adhesive. Coat the tire tread area with rubber adhesive. Roll new tread strip on top of the prepared tire surface. Keep the roll centered and even with both sides of the tire. Place the tire in a sealing machine that steam-heats the rubber until it melds together without damaging the form of the rubber.

Job Requirements:

Previous related experience is a plus but not required. Pre-employment drug screen and criminal background checks will be performed.

Job ID:

Title: Shipping/ Customer Service

Location: Windsor Locks, CT

Type: Warehouse

Industry: Warehouse

Pay Rate: \$11/hr

Post Date: 08/11/2011

Job Description:

Company designs and creates custom Turbo-Kits. Looking for a candidate with interest in the automotive field to perform shipping and customer service tasks. This position will start with learning their shipping process. They use a Customer Management System which allows online orders. Candidate will have to start learning all of the parts they offer online. Then process the online orders, pick the parts, take a digital photo of all the pieces before they go into the box. Use digital camera to post pictures to their website. Printing a shipping label from the

computer and complete the boxing/labeling process. Emailing a tracking number to the customer once it's shipped. All orders to be shipped through UPS. Some of the lifting could get up to 100lbs. A dolly is available for help moving heavier boxes. Once they understand this process, it will evolve into more customer service-oriented work. Like Following up on customers orders using the computer program and by calling on the phone. It adds a f/u call to their agenda. Calling them on the phone to make sure everything is ok with their parts ordered. Eventually will take orders on the phone and internet from customers and take orders in person from customers coming into the shop to order that way. Will greet customers at the front desk and walk them to the showroom.

Job Requirements:

Key qualities needed: Interest in the automotive field. Previous shipping experience or customer service a plus. Presentable for an office/Shop Environment. Good attendance a MUST. Computer savvy, good communication skills self-motivated and willingness to train and learn their shipping and customer service process.

Job ID:

Title: Telemarketing

Location: Manchester, CT

Type: Administrative

Industry: Administrative

Pay Rate: \$12/hr

Post Date: 08/11/2011

Job Description:

1st shift, long-term, possible temp-to-hire position. Will be making business -to business calls.

Job Requirements:

Experience with sales calls and telemarketing is preferred.

Job ID:

Title: Test Technician

Location: Windsor, CT

Type: Manufacturing

Industry: Manufacturing

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

Post Date: 08/12/2011

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.

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: 08/12/2011

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.

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

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.

Job Requirements:

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

Job ID:

Title: Warehouse

Location: Windsor, CT

Type: Warehouse

Industry: Warehouse

Pay Rate: \$11/hr

Post Date: 08/12/2011

Job Description:

Long-term temporary position. Very physical position requiring long periods of standing and heavy lifting. Loading and unloading, strapping and palletizing materials.

Job Requirements:

Pre-employment drug screen and criminal background check.

Job ID:

Title: Warehouse

Location: Windsor Locks, CT

Type: Warehouse

Industry: Warehouse

Pay Rate: \$9/hr

Post Date: 08/12/2011

Job Description:

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

Job Requirements:

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

Job ID:

Title: Warehouse Traffic Billing

Location: Enfield, CT

Type: Warehouse

Industry: Warehouse

Pay Rate: \$13/hr

Post Date: 08/12/2011

Job Description:

1st shift, possible temp-to-hire. This position assists in the coordination of shipments to multiple customer accounts. The Traffic Associate is responsible for preparing all shipment record keeping including packing slips, shipping labels, as well as transfer to carrier documents. Utilizing various customers and shipping websites the Traffic Associate enters the required information into SAP. Will provide excellent service to both external and internal customers. Job Requirements: While working in a fast paced environment, the ideal candidate is able to multitask and pay close attention to detail. The candidate will have some working knowledge of a warehouse work environment.

Job Requirements:

Additional requirements include: computer skills (50 wpm), internet savvy, 1-2 years working with Excel as well as effective verbal and written communication skills. Knowledge of SAP software is a plus.

Job ID:

Title: Wire Bonder/Clean Room

Location: East Windsor, CT

Type: Manufacturing

Industry: Manufacturing

Pay Rate: \$9-\$11/hr

Post Date: 08/12/2011

Job Description:

1st shift, possible temp-to-hire. Wire bonding small wire to silicon dies, chips, thick film substrates and lead frames.

Job Requirements:

Familiarity with microscopes and working with extremely small electronic die and chips. Ability to read instruction manuals and drawings. Physical Requirements: Good eyesight and hand coordination. Experience Requirements: Preference to experienced operators with at least one year of continuous wire bonding work. Ability to communicate in English a MUST.