

Point Staffing Services ~ Job Postings
Pointstaffing.com

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.

Title: Assembly/Burr Bench Technician

Location: South Windsor, CT

Type: Manufacturing

Industry: Manufacturing

Pay Rate: DOE

Post Date: 04/20/2011

Job Description:

1st and 2nd shift openings.

Job Requirements:

Experience with Blending, Assembly, Riveting and applications of coatings a plus. Aerospace application experience always a plus. FAA position. MUST pass pre-employment DOT drug screen and will part of random drug screening.

Title: CNC Milling

Location: South Windsor, CT

Type: Manufacturing

Industry: Manufacturing

Pay Rate: DOE

Post Date: 04/20/2011

Job Description:

2nd shift openings. Possible Temp-to-Hire. 5 YEARS MACHINING EXP. A MUST. AEROSPACE EXPERIENCE A DEFINITE PLUS. MUST OWN TOOLS

Job Requirements:

5 years machining experience a MUST. Aerospace experience is a plus. MUST own tools. FAA position. Pre-employment DOT drug screen and then part of random drug screening.

Job ID:**Title:** Full Service Bookkeeper**Location:** Bolton, CT**Type:** Administrative**Industry:** Administrative**Pay Rate:** \$17-\$18/hr**Post Date:** 04/18/2011

Job Description:

Job Summary: Maintain QuickBooks with daily activity. Provide financial reporting and cash flow analysis to company president, maintain banking compliance, and support the tax accountant. Daily/Weekly Anticipate cash needs and transfer money as needed between entities, keeping an accounting of "intercompany" entries. Take care of any online banking. A/P - Keep A/P current-make sure all bills are entered and paid on time. Bills with penalties & that affect credit ratings such as credit cards and mortgages should be monitored very closely. A/R - Prepare deposits A/R - Enter deposits into QuickBooks. A/R - Mail & file invoicing. Process vehicle receipts. Bi-weekly Add up hours on time cards. Pay employees through QB, print time by name report and give to president. IRA administration. Maintain outcomes list. Monthly Ensure Receivables are current. Invoice any late payment charges. Prepare Monthly Net Rent Checks and Reports for Clients Reconcile bank statements. Reconcile Credit Card and Loan Accounts to Monthly Statements. Continual Expense Analysis to ensure most cost effective choices are made. Continue to review areas for improvement As Needed Reconcile petty cash (Qtrly or as needed). Review Insurance Coverages - Ensure Best Rates Yearly Copy all completed tax returns & send to bank. (April) Print & mail 1099 forms / file 1096 form (January) Sales & Use tax filing (January) Provide financial information to tax accountant for state and federal tax returns.(February) Enter all year end entries from tax accountant.

Job Requirements:

Knowledge & Skills Bachelor of Science degree in accounting. Experience with QuickBooks (QB Payroll a plus) Strong Excel or spreadsheet skills. Knowledge of Microsoft office programs. Email and business writing skills. Skill in analytical review. Good communication skills. Ability to work in a team environment.

Job ID:**Title:** HR Compliance Specialist**Location:** Simsbury, CT**Type:** Administrative**Industry:** Health Services**Pay Rate:** \$16-\$18/hr**Post Date:** 04/18/2011

Job Description:

Provide support to HR Department including: Customer Service, Microsoft Excel Spreadsheets, ability to work as a team, College degree preferred but not required. Previous experience in HR is a plus, but also not required. Provides customer service in the field of payroll and employment compliance for managers of service divisions

Job Requirements:

Proficient in Microsoft Excel software including: Spread Sheets, formulas and organization of data. Customer service, attention to detail and organizational skills required. Professional demeanor for an office environment.

Job ID:

Title: Mechanical Assembly

Location: Windsor, CT

Type: Manufacturing

Industry: Manufacturing

Pay Rate: \$12.00

Post Date: 04/18/2011

Job Description:

1st Shift - possible temp-to-hire opportunity. Will be assisting with assembly of air conditioners found outside of airplanes. Heavy lifting to 100lbs. Tool list in client file, please give to applicants. E-mail resumes to Martina. Pay \$10.00-12.00 1.62% mark up. Put in pay and bill when accepting person. Need to be drug screened prior to starting

Job Requirements:

Own hand tools, previous mechanical assembly experience, heavy lifting to 100lbs.

Job ID:

Title: Quality Control Inspector

Location: South Windsor, CT

Type: Manufacturing

Industry: Manufacturing

Pay Rate: DOE

Post Date: 04/20/2011

Job Description:

2nd Shift - Possible Temp-to-hire. This individual will be involved in all aspects of inspection including initial, in process & final inspections.

Job Requirements:

Ability to operate and/or program a Brown & Sharpe CMM with PC DMIS software. Ability to use standard & non-standard inspection tools ie: micrometer, caliper swing gages, etc. Gage calibration experience a plus. FAA position. MUST be able to pass pre-employment DOT drug screen and will be part of random drug screening

Job ID:

Title: Recruiter/ Out Bound Sales

Location: Glastonbury, CT

Type: Administrative

Industry: Administrative

Pay Rate: \$12/hr

Post Date: 04/18/2011

Job Description:

Full-time, possible temp-to-hire opportunities. Our client has several openings for candidates with experience in a call center, making outbound sales calls and working in an environment where you are required to meet a sales quota. Will be calling local businesses and community members and invite them to participate in a local fundraiser event

Job Requirements:

Previous call center experience, articulate, outgoing and clear speaking.

Job ID:

Title: Staffing Assistant

Location: East Windsor, CT

Type: Administrative

Industry: employment

Pay Rate: Base Salary + Bonus

Post Date: 04/18/2011

Job Description:

We have an immediate opening in our East Windsor office. Job duties include but not limited to interviewing; selecting and placing temporary employees on job assignments and selling our services to prospective client companies in the Greater Hartford and Greater Springfield areas.

Job Requirements:

Must be able to thrive in a fast paced environment, be able to multi-task, think on your feet and change priorities on a moments notice. Past sales experience is a plus. College degree is a preferred.

Title: Test Technician

Location: Windsor, CT

Type: Manufacturing

Industry: Manufacturing

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

Post Date: 04/05/2011

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: Wait staff/Bartenders Hartford/Springfield

Location: greater Springfield & Hartford area

Type: Food Service

Industry: Food Service

Pay Rate: \$15.00

Post Date: 02/23/2011

Job Description:

Experienced banquet Wait staff & Bartenders needed to fill recent contract in the greater Hartford and Springfield area. Interviews by appointment only. various shifts.

Job Requirements:

Must have experience, uniform, and knowledgeable about position. Call Beth or Jen for an appointment Tues, Wed., Thurs. 860-292-5330.

Job ID:

Title: Warehouse

Location: Enfield, CT

Type: Warehouse

Industry: Warehouse

Pay Rate: \$8.25 - \$8.35/hr

Post Date: 04/18/2011

Job Description:

Picking, packing, loading and unloading. Fast paced warehouse environment. Short and long term openings.

Job Requirements:

Standing entire shift, own transportation. Moderate to heavy lifting.

Title: Yard Jockey/Non-CDL Driver

Location: Manchester, CT

Type: Automotive

Industry: Automotive

Pay Rate: \$13-\$15

Post Date: 04/21/2011

Job Description:

Long-term 3rd shift position. 10pm - 6am M-TH & flexible hours on Saturday. Will be responsible for docking trailers per coordination with the supervising. Part of the day may include moving pallets which requires good physical condition and the ability to lift 50lbs.

Job Requirements:

MUST have valid driver's license, clean driving record with no suspensions, clean criminal background check and be able to pass pre-employment drug screen. MUST have previous experience driving trucks

The below positions are being Offered at The Southern Auto Auction, off of route 5 in East Windsor:

Please call Kym at 860-654-8740 if interested!

Job ID:

Title: B Level Mechanic at Southern Auto

Location: East Windsor, CT

Type: Automotive

Industry: Automotive

Pay Rate: \$15-\$17/hr

Post Date: 03/30/2011

Job Description:

Full-time, temp-to-hire opportunity. Will diagnose and repair to specifications - brake and hydraulic, exhaust, primary and/or advanced fuel ignition and electrical, suspension and alignment, air conditioning and computer systems. Perform inspections and certifications.

Job Requirements:

Must have experience with all make and models of cars. Must have some ASE certifications. Must have 1-3 years experience. Should have own tools.

Job ID:

Title: Body Shop/Blocker at Southern Auto

Location: East Windsor, CT

Type: Automotive

Industry: Automotive

Pay Rate: \$10-\$12/hr

Post Date: 03/30/2011

Job Description:

Entry-level, full-time, possible temp-to-hire, 1st shift opening. Masking, sanding, taping, priming, basic body shop duties. call Kym or Jess for interview 860-654-8740

Job Requirements:

Must have minimum 1-3 years previous, related experience in auto body. Clean driving record, proof of auto insurance and valid drivers license.

Title: Driver at Southern Auto

Location: East Windsor, CT

Type: Automotive

Industry: Automotive

Pay Rate: \$9.00/hr

Post Date: 03/07/2011

Job Description:

Wednesday only - with other possible days. flexible schedules. call Kym or Jessica for interview. 860-8740

Job Requirements:

Must have clean driving record, be at least 18, be able to drive a standard shift & have proof of

auto insurance. Call Kym @860-654-8740.

Job ID:

Title: Fryer

Location: East Windsor, CT

Type: Food Service

Industry: Food Service

Pay Rate: \$9.00/hr

Post Date: 03/30/2011

Job Description:

Will be operating the fryer - french fries, onion rings and fried chicken. Very fast paced environment. Prep cook and general kitchen work.

Job ID:

Title: General Kitchen Help at Southern Auto

Location: East Windsor, CT

Type: Food Service

Industry: Food Service

Pay Rate: \$9.00/hr

Post Date: 03/30/2011

Job Description:

Wednesday Only Hours Serving, dish washing. Very fast paced environment. Must be dependable.

Job Requirements:

Must be able to multi-task. Flexible hours. call Kym or Jessica for interview 860-654-8740

Job ID:

Title: Grill Person/Flat Top

Location: East Windsor, CT

Type: Food Service

Industry: Food Service

Pay Rate: \$10

Post Date: 03/30/2011

Job Description:

Very fast paced environment. Must be able to handle more than one order at a time. Cooking Eggs in the am and burgers and dogs in the afternoon.

Job Requirements:**Job ID:**

Title: Wed Only Clerical

Location: East Windsor, CT

Type: Administrative

Industry: Administrative

Pay Rate: \$8.25 p/h

Post Date: 04/18/2011

Job Description:

You will be transferring information onto titles at a large auto auction. Hours are 9:15am - 3pm on Wednesday's only.

Job Requirements:

Neat Handwriting. Detail oriented.