

**Point Staffing Services ~ Job Postings**  
**Pointstaffing.com**

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West Springfield, MA 01089  
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- To apply, please visit [www.pointstaffing.com](http://www.pointstaffing.com) and complete an on-line application.

<b>Job ID:</b>	SD
<b>Title:</b>	Assistant Food Manager
<b>Location:</b>	Hartford, CT
<b>Type:</b>	Management
<b>Industry:</b>	Management
<b>Pay Rate:</b>	\$14/hr.
<b>Post Date:</b>	10/13/2011

**Job Description:**

Temp-to-Hire opportunity. 1st shift but OT may be required. Fast paced, production based company has an immediate opening. Will be assisting the Production Manager in daily job responsibilities.

**Job Requirements:**

Candidates MUST have: High school diploma SOME management experience supervising at least 2 people Reliable transportation Clean criminal background Computer Literate

<b>Job ID:</b>	EF
<b>Title:</b>	Customer Service Representative
<b>Location:</b>	Enfield, CT
<b>Type:</b>	Administrative
<b>Industry:</b>	Administrative
<b>Pay Rate:</b>	DOE
<b>Post Date:</b>	10/11/2011

**Job Description:**

Full-time, perm placement. The essential duties and responsibilities are: â– Communicates with RSCâ€™s by phone and email and enters orders into the computer. â– Fills out forms, required to maintain a number of databases (Oracle, SAP, QIR). â– Solicits sale of new or

additional products or services. â– Assists customer with complaints concerning service rendered, issues complaint form to designated departments for investigation, and follows up. â– Supports Sales & Service in technical issues, quotations, and order management. â– Follows ISO 9001 policies and procedures in the performance to the responsibilities outlined in the job description. â– Perform other job related duties as assigned.

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**Job Requirements:**

â– Knowledge of some science and working in a manufacturing environment is desirable but not necessary. â– Customer Service Telephone skills are required. â– High School Graduate but technical or business school or college experience desirable. Experience with an ERP platform, such as Oracle, and Order Management knowledge helpful.

**Job ID:** LC

**Title:** Database Administrator

**Location:** Windsor, CT

**Type:** Administrative

**Industry:** Administrative

**Pay Rate:** \$18-\$21/hr

**Post Date:** 10/05/2011

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**Job Description:**

1st shift, temp-to-hire opportunity. Monday - Friday, 8:00am - 4:30pm. Some Saturday mornings may be required. -Assist in the collection, analysis and reporting of admissions statistics throughout the admissions cycle, using admissions software and other appropriate sources â– Provide data to Admission Associates to assist with the development of long range planning â– Diagnose computer related problems by utilizing industry best practices troubleshooting techniques, technical manuals, diagnostic information and analytical skills â– Serve as part of a team of support staff professionals responsible for coordinating the effective processing of admission materials from inquiry through matriculation. â– Be willing and able to participate in the full range of administrative support work in addition to managing the database: schedule appointments for prospective families; manage phone and email correspondence; customer service: Welcome and greet visitors to campus as well as over the phone; assist with mail and filing. â– All other duties that may be assigned

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**Job Requirements:**

MUST have the following skills to be considered for this position: Excellent proficiency in basic data management systems and basic computer applications (e.g., Word, Excel, Access, PowerPoint); willingness and ability to learn additional applications as needed â– CRM experience preferred â– Filemaker experience preferred â– Excellent communication skills both oral and written â– Strong interpersonal, analytical, and problem solving skills â– Ability to work independently and as part of a team â– Strong planning and organizational skills and the ability to manage competing priorities â– Have exceptional initiative and judgment â– Ability to interact comfortably with high school students â– Strong customer-service orientation â– Ability to work effectively with faculty, administrators, students alumni and external constituents

**Job ID:**

**Title:** Driver at Southern Auto

**Location:** East Windsor, CT

**Type:** Automotive

**Industry:** Automotive

**Pay Rate:** \$9.00/hr

**Post Date:** 10/13/2011

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**Job Description:**

Wednesday only (4-6 hours) - with other possible days. flexible schedules. call Kym or Jessica for interview. 860-8740

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**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:** AL

**Title:** Machine Operator/Assembly/Laser Welding

**Location:** Suffield, CT

**Type:** Manufacturing

**Industry:** Manufacturing

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

**Post Date:** 10/13/2011

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**Job Description:**

Part-time, 2nd shift 3:00pm - 9:00pm

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**Job Requirements:**

Previous related experience is a plus. MUST be computer literate and be able take direction.

**Job ID:** LC

**Title:** Painter

**Location:** Windsor, CT

**Type:** Administrative

**Industry:** Administrative

**Pay Rate:** \$11/hr

**Post Date:** 10/13/2011

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**Job Description:**

1st shift long-term temporary position.

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**Job Requirements:**

MUST have previous painting experience.

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**Job ID:** SAA

**Title:** Parts Installer

**Location:** East Windsor, CT

**Type:** Automotive

**Industry:** Automotive

**Pay Rate:** \$12

**Post Date:** 10/13/2011

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**Job Description:**

This position will require the individual to have a broad knowledge of cars. Will be installing basic parts as well as doing some light body work and detail work. Attention to detail, reliable and dependable. Full time temp to hire position.

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**Job Requirements:**

Basic knowledge of vehicles. Must have some experience in body shop/detail.

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**Job ID:** EPF

**Title:** Stainless Steel Pipe Fitter / Tube Welder

**Location:** Enfield, CT

**Type:** Manufacturing

**Industry:** Manufacturing

**Pay Rate:** DOE

**Post Date:** 10/13/2011

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**Job Description:**

Full-time, possible perm placement. â€¢ Works on their own with minor supervision guidance. â€¢ Assemble and wire Bioflo product in accordance with the inspection check list and products work instruction to meet machines operating specifications and standards set in routings. â€¢ Must be able to calibrate complex electrical/electronic instruments and devices such as sensors, recorders, gauges, meters, etc. â€¢ Inspects and tests units for fit, performance and compliance to operating standards, using supplied test equipment. â€¢

Troubleshoot mechanical and electrical problems on complex systems and/or equipment, and recommend solutions and, or changes. • Must troubleshoot and repair complex systems and/or equipment. • Will test for speed, leaks, temperature, and electrical, such as high pot and resistance. • Must demonstrate capability to bend, weld and install sanitary pipe or tubing for complex piping systems. Will be required to work with, stainless steel. • Required to do self inspection of products as documented and controlled by Quality assurance. • Will aid in the inspection process to assure all systems meets specifications as required on inspection documents. • Follow all controlled product work instructions for assembling unit. • Must be proficient in welding using an automatic tube welder and Boroscope • Must be capable of their own layout of pipe runs, installation of major components with no technical supervision. • Will aid in checking for information, accuracy, and completeness of engineering data. Can check sales orders and assure that all fermentation systems are built to customer's specifications. • Workmanship must be of the highest caliber. • Productivity must be at the highest level. • Follows ISO 9001 policies and procedures in the performance of the responsibilities outlined in this job description. • Must be capable of reading and interpreting detailed piping schematics. • Read and comprehend drawings • Able to understand bill of materials. • Can review prints, and will help in monitoring and directing others in complex assembly work. • Must be capable of providing instruction to other of lesser classification in orbital tube welding set-ups and procedures. • Train others of lower or equal classification.

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**Job Requirements:**

Qualifications • Ability to use required tools called out in the controlled work instruction. • Have full knowledge of hand tools required for the product. • Have full knowledge of all required test equipment for the product. Education and/or Experience • Must have two years or better as or equivalent skills. • High School Diploma • Must have several years of experience in sophisticated assembly work with complex fermentation systems. • Must be experienced in manufacturing stainless piping systems using automatic tube welding equipment. Will be required to assemble complex piping systems from schematics using various valves, regulators, and sanitary components as necessary.

**Job ID:** FFG

**Title:** Quality Assurance Technician - 3rd shift

**Location:** East Granby, CT

**Type:** Food Service

**Industry:** Food Service

**Pay Rate:** \$11.28/hr

**Post Date:** 10/13/2011

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**Job Description:**

Job Responsibilities: \$11.28/hr COLD environment, Some OT Required. • Review and maintain of all Quality Assurance and Quality Control records, documents, and samples pertaining to HACCP, USDA, and FDA • Coordinate activities with regulatory agents such as USDA and FDA • Ability to prepare and directly manage third party customer audits • This person will be instrumental in reviewing food safety processes and procedures • Oversee inspection of incoming raw materials and outgoing finished goods to insure the highest quality of products are delivered to customers •

Initial and ongoing training of the employees on policies and procedures â€¢ Daily observations of production processes from preparation to packaging â€¢ Conduct weekly evaluation of products and ingredients ex. Chef Tables â€¢ Complete necessary Microbiological testing (internal and external testing) as assigned such as In-house ATP, In-house Listeria Spp., and Silliker Listeria Spp. â€¢ Attends bi-weekly QA conference calls â€¢ Other duties assigned by Unit Manager and/or Corporate Quality Assurance.

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**Job Requirements:**

Job Qualifications: â€¢ Previous knowledge working in food production Quality Assurance or related experience â€¢ H.S. diploma required and some college preferred, with knowledge of HACCP, GMPâ€™s and SOPâ€™s â€¢ Bilingual (English and Spanish)-Preferred â€¢ Computer Literate-Word & Excel mandatory â€¢ Detail oriented and organizational skills â€¢ Able to multi task and work independently with minimum supervision â€¢ Must be proficient in the English language in both written and oral

**Job ID:** DE

**Title:** Telemarketing

**Location:** Manchester, CT

**Type:** Administrative

**Industry:** Administrative

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

**Post Date:** 10/13/2011

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**Job Description:**

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

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**Job Requirements:**

Experience with sales calls and telemarketing is preferred.

**Job ID:** LP

**Title:** Transportation/Logistics

**Location:** East Windsor, CT

**Type:** Administrative

**Industry:** Administrative

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

**Post Date:** 10/13/2011

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**Job Description:**

Working with drivers and customers to transport. First shift hours. Use of computers and

phones.

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**Job Requirements:**

6 months to a year - logistics experience

**Job ID:** SAA

**Title:** Vehicle Registration

**Location:** East Windsor, CT

**Type:** Automotive

**Industry:** Automotive

**Pay Rate:** \$10

**Post Date:** 10/13/2011

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**Job Description:**

Will be vinning in cars at a local auto auction. Will be using a hand held computer to input information. Will also be locating cars and maintaining yard. Hours are Mon & thurs 8-4 tuesday 8am - 8pm wed 7-3 and fri 1/2 day (4 hours) Must be available on weekends during the winter months.

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**Job Requirements:**

Able to work outside in all types of weather. Have reliable transportation.