



Employment Services & Healthcare Services

Open Positions

Print Technician

Seeking Print Technician to Support printer by assisting in operation of rotogravure printing press. Prepare press for use; clean equipment; change cylinders; load ink. Maintain production and quality. Learn computer operated control panel operation; operate web video system. pay rate is \$10.75 an hour, Must work 12-hour swing shift. This is a temp to hire position.

Production: Housatonic

Individuals will be moved around and cross trained on all manufacturing lines. Must be able to pass Pre Employment Drug, physical. Must have reliable transportation and a solid work history.

Production: Pittsfield

Individuals will be moved around and cross trained on all manufacturing lines. Must be able to pass Pre Employment Drug, physical. Must have reliable transportation and a solid work history.

General Laborers

Seeking general laborers for groundskeeping, construction, maintenance, and other projects. Must be able to lift over 50 lbs, must have solid work history and reliable transportation.

Success is only a step away!

80 Center Street, Pittsfield, MA 01201, Call Liz or Nicole: 413-499-4546 email:

Liz@molariinc.com, nicole@molariinc.com, www.molariinc.com

Construction Supervisor

Work under the Superintendent to oversee the production of multiple foremen and crews, coordinate, implement, and supervise all phases of installation on assigned projects, instruct, evaluate, and train employees to perform landscape construction installation and adhere to company policies and safety practices. Communicate project needs with clients, subcontractors, and employees regarding scheduling, ordering, changes, site conditions, etc. throughout the duration of the project, develop & maintain good working relations with other departments to ensure accuracy and efficiency throughout the entire project, Attend weekly departmental meeting, maintain efficiency and quality for every project, lead by example and encourage teamwork.

CDL Driver

In this position, you will be responsible for the following: Driving and operating construction equipment on worksites, Providing general labor and support to construction crews as needed. The ideal candidate will possess the following qualifications: Class A or B CDL, ability to work in as a team-player, ability to lift over 50 lbs, must be self-motivated and detail-oriented. This is a full time, temp-hire opportunity.

Patient Accounting Admin

Seeking admin for Patient Accounting Department to facilitate the billing and collection of all self-pay patient accounts receivables. Must have professional presentation with exceptional customer service skills including oral and telephone communication. Ability to consistently maintain high level of confidentiality. Personal computer experience. Strong typing skills and computer systems experience. Must possess and demonstrate strong organizational skills.

Computer Tech

We are currently seeking an Entry Level Computer Technician. A Computer Technician installs computer systems and networks and performs routine maintenance and repairs on them. The candidate should be well rounded in help desk support, field support and remote access. A+ Certification is preferred. Salary commensurate to experience. The position is M-F 8 - 4:30. MUST have own Transportation. MUST be able to pass a CORI

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Entry-Level Computer Technician

We are currently seeking an Entry Level Computer Tech for a position in Sheffield. This position is for a private school. Trouble shooting, setting up computers and equipment and installing software. Must be personable and have good Customer Service skills. You will be providing technology assistance to students and faculty. This is a temporary contract position full time Monday - Friday 8:00-4:00pm. Looking to hire as soon as possible, anticipated to end August 1st.

Patient Accounting Admin

Seeking admin for Patient Accounting Department to facilitate the billing and collection of all self-pay patient accounts receivables. Must have professional presentation with exceptional customer service skills including oral and telephone communication. Ability to consistently maintain high level of confidentiality. Personal computer experience. Strong typing skills and computer systems experience. Must possess and demonstrate strong organizational skills.

Administrative Assistants

Seeking an energetic Administrative Assistant. This candidate must maintain a high level of professionalism and confidentiality. This position plays a vital role in supporting the departments by performing a variety of administrative functions. We seek outgoing, friendly and detail-oriented individuals.

The individuals will provide general office support including correspondence, memos, faxing, copying, internet research, answering phones and responding to phone calls, distributing incoming faxes and mail, etc. Responsibilities also include, but are not limited to phone reception, processing and delivery of incoming mail, copying service, organizing and maintaining file systems, arranging meetings and managing schedules/calendars. This position also provides support to other projects as requested. We have many full time, part time, temporary and permanent opportunities available.

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