



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: Great Barrington, Housatonic, Sheffield & Pittsfield

We are seeking Machine Operators for multiple shifts. Individuals will be moved around and cross trained on all manufacturing lines. Must have reliable transportation and a solid work history.

Machinist:

Perform maintenance tasks. Must be comfortable with electrical and mechanical troubleshooting. General knowledge of machine tools including, but not limited to; vertical milling, surface grinding, turning and 4 Axis Wire EDM equipment. CAD experience is a plus. This is a Full time position on a 1st and 2nd shift rotating schedule. Will be paid a shift differential paid the weeks that second shift is worked. Some overtime and Saturday work will be required.

Housekeeper:

Seeking part time and per-diem housekeepers to support staff at a busy resort. Candidates will be responsible for all aspects of cleaning rooms, including garbage removal, changing linens, sweeping/vacuuming, etc, as required.

Maintenance Assistant: North Adams

Assist Maintenance Director with light plumbing and light electrical fixtures. General labor, cleaning, painting and grounds maintenance. Full time position with rotating on call responsibilities. Must have valid driver's license and vehicle.

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



Banquet Servers:

Seeking Per Diem Banquet Servers for Nights and Weekend functions. Prior serving experience preferred. Reliable transportation is a must as these positions are located all over Berkshire County

Home Health Aide:

Seeking Home Health Aides to assist elderly clients with daily activities such as, housekeeping, meal prep, grocery shopping, dressing and bathing. Home Health Aide certificate preferred. Must have valid driver's license and reliable transportation.

Lead Processing Technician:

Seeking an experienced Injection Molding Process Technician for a 40+ year old privately owned company. Must have a minimum of 10 years of hands on experience. Capable of systematically starting up new molds and developing a strong injection molding process. Strong understanding of various materials and how they react. We are a 24/5 to 24/7 plant. Candidate must have reliable molding processes experience. Company has 30 plus presses from 90 ton up to 750 ton plus 3 extrusion lines. Just added 4 new Sumitomo 300 ton electric and 1 new Sumitomo 250 ton electric machines. Other presses include Van Dorn, Cincinnati Milacron, Demag, and Haitian. We also have 3 thermoplastic extrusion lines. We manufacture Proprietary products as well as Custom.

Project Manager:

This is a key position in our service platform and requires above average analytical and communication skills. This position is mainly accountable for project management on the Owens Corning account and other clients as assigned. Responsibilities include tracking progress of every project from inception through to completion and handling customer requests to include new projects, order processing and shipment tracking. The right candidate will be responsible for upholding core business models, maintaining sales and purchase orders, maintaining and developing reports, as well as the coordination of the entire SPF Process.

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Accounts Payable Specialist:

A/P Specialist - Part time - Position requires managing multiple AP and recording systems tasks in a busy office environment. Attention to detail and good math are also required. Applicant must have working knowledge of administrative and clerical procedures and systems. Experience using Microsoft office required. A two year degree and/or three to five years of experience required.

Inside Sales Representative:

MOLARI Employment Services is seeking 1-2 Inside Sales Representatives to support a growing tech company in the Berkshires. Candidates will be responsible for setting up new business relations, making appointments to meet with new relations, following-up with leads, and providing top notch customer service. Requirements: Energetic personality, excellent communication and interpersonal skills, independently motivated, process driven, strong computer skills, strong organizational skills

Certified Occupancy Specialist/Tax Credit Specialist:

Responsible for the day-to-day operation, administration and marketing of the Leased Housing functions for program. Explain program/project eligibility requirements to all that inquire; explain availability and waiting list procedures. - Maintain a caseload of managed properties coordinate and oversee the marketing, renting and leasing of apartments. Show apartments when necessary. Recommend acceptance or rejection of potential applicants based upon the criteria established by Property Owner. Calculate the tenant's rent and prepare all required lease documents for signature. - Perform as needed on an interim or annual basis tenant income re-certifications and tenant file maintenance as may be required. - Perform interim or annual documentation reviews and tenant file maintenance as may be required. - Coordinate tenant move in/move out with the appropriate property manager to ensure timely renting of a vacant apartment. - Maintain an active waiting list of potential candidates who have applied for housing. Specifics include overseeing and performing proper data entry, deciding the opening and closing of all lists. Maintain the status of applicants on all waiting lists, develop and track each applicant and maintain files. - Submit all documentation and reports in a timely manner as may be required, including but not limited to program utilization reports, tracs reports, and waiting lists. Requirements: at least 3 years experience in property management or as a rental specialist.

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RESIDENT SERVICES COORDINATOR:

This team member will work with frail and/or at risk elderly and disabled residents in need of supportive services to enable the residents to remain in their apartments as long as possible while improving their quality of life. S/he will work closely with leased housing staff, property managers and other social service providers to monitor the clients' progress. S/he will perform outreach and marketing duties to maintain high occupancy rates in BHSI managed properties and develop tenant retention programs. This position reports to the President of Berkshire Housing. Prepare annually the social services operating budget for each property for submission and approval. Provide general case management and referral services to all residents needing such assistance. Monitor service plans through regular contact with clients and service providers. Organize and conduct group sessions with residents for mutual support, discussion, education and/or training. Educate other staff regarding social services by conducting group seminars and trainings. Keep current with all rules, regulations and subsequent changes to the rules for social service programs and attend meetings and seminars as required. Perform outreach and marketing including personal visits to community service providers, applicants and/or families, groups, and organizations. Develop budgets for each property for submission to Property Managers which include coordinated activities, speakers, and events for current residents. Assist needy tenants with the transition from application phase to move-in. Respond to emergency crisis intervention during non-business hours if needed.

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