

**Employment Services & Healthcare Services**

**Open Positions**

**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.

**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. 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.

**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](http://www.molariinc.com)**



**Computer Technician:**

We are currently seeking an Entry Level Computer Tech for a position in Pittsfield. A+ Certification is preferred. Trouble shooting, setting up computers, equipment and installing software. Must be personable and have good Customer Service skills. You will be providing technology assistance to a wide range of clients in and around the Berkshires and beyond. Great communication and customer service skills are a must. Candidates should have 2 years of experience troubleshooting and resolving technology issues in a business environment. ITIL or other ITSM certifications preferred. A+ and Microsoft certifications always helpful.

**Inside Sales Representative:**

MOLARI is seeking an Inside Sales Representative for a growing IT company in Berkshire County. The right individual will be process and results driven. Independently motivated, will set high standards to achieve sales goals. Individuals must possess an upbeat personality, have excellent written and verbal communication, and be energetic. Candidates will be responsible for forming new business relations with established leads, setting up meetings for Outside Sales Reps and following up with leads and new contacts.

**Clinical Support Representative:**

CSR is responsible for the completion of day to day tasks of the front office to ensure quality care and excellent customer service to patients. The CSR always keeps the needs of the patients first. Duties will include, but not limited to, patient registration, scheduling, reception, collection of payments, appropriate triage of telephone calls and the ability to access and calmly diffuse potential problematic situations. One to two years of administrative experience in busy office, preferably a physician practice is required. Experience handling multi line phones, excellent clerical/organizational skills required. Insurance knowledge and billing experience preferred.

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**Representative Payee Data Specialist:**

The Representative Payee Data Specialist performs data entry and fiscal maintenance activities of consumer bank accounts for Representative Payee Program. Maintains a manual ledger of consumer accounts and balances the budget sheets to this ledger. Enters consumer budget sheets into the Peachtree Accounting Program. Creates consumer expense and spending checks in the Peachtree Accounting Program. Distributes checks for signature to either the Program Manager or Executive Director. Returns signed checks to the Representative Payee for distribution. Performs electronic transfer of funds from individual consumer accounts to Representative Payee account. Creates individual consumer reports which become a part of the consumer file. Creates group reports of activities from Representative Payee Account. Balances individual consumer accounts to bank statements. Balances Representative Payee account to bank statements. Processes Special Requests for spending as per the Representative Payee. Other duties as may be assigned by the Executive Director.

**Payroll Administrator:**

MOLARI is seeking a Payroll Administrator to work in a fast-paced environment. Individual will be working with ADP software to process bi-weekly and once a month payrolls. Individual will be responsible for verifying hours worked, making sure all paychecks are processed with proper totals and making sure that all benefit deductions, such as, health insurance, dental insurance and 401K are all deducted properly. This position is a temp-hire opportunity for the right candidate.

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