

**Employment Services & Healthcare Services**

**Open Positions: Administrative**

**Administrative Assistants:**

MOLARI Employment Services is looking for Administrative Assistants to work for both full time and part time, as well as permanent and temporary positions throughout various locations in Berkshire County. Candidates for these positions must possess excellent communication skills, proficiency with computers and all Microsoft Office programs. Candidates with previous administrative experience are preferred.

**Business Development Associate:**

MOLARI is seeking a Business Development Associate for a growing IT company in Berkshire County. Candidates will be responsible for promoting and generating appointments with business owners and executives. Candidates must be independently motivated, possess an upbeat personality, have excellent written and verbal communication, and be energetic. This is a full time, temp to hire opportunity.

**Bookkeeper/Office Manager:**

We are currently seeking a full time Office Manager to work for a construction company in Pittsfield. The Office Manager will be responsible for all bookkeeping duties through Quickbooks. Candidates will also be responsible for invoicing, accounts payable and receivable, and posting payroll to a 3rd party service. Candidates will also work closely with customers to schedule appointments and assess client needs. All applicants must be proficient and up to date with Quickbooks, must have strong written and verbal communication. This is a full time, temp to hire opportunity.

**Success is only a step away!**

**166 East 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)



**Part Time Paralegal:**

MOLARI Employment Services is currently looking for a part time Paralegal to work for a small firm in Berkshire County. The hours for this position are flexible. Candidates for this position will be working closely with clients, researching claims, preparing documents, and administrative functions as required. Candidates with experience in the following areas preferred: TRID regulations, Title insurance, Settlement statements, General litigation with an emphasis on how to request records, organize files and prepare a trial notebook.

**Customer Service Representative:**

MOLARI is looking for a Customer Service Representative for a busy supply company in Pittsfield. The Customer Service Rep will maintain client files and information, process orders, track shipping, support the office when needed and provide excellent customer service. Candidates must have strong communication and computer skills. This is a full time, temp to hire position.

**Front Desk Associate:**

We are currently seeking two Front Desk Associates for a busy hotel in Southern Berkshire County. The Front Desk Associate is responsible for booking guest reservations, taking payments, answering all guest questions and solving any issues that arise. Candidates must have excellent customer service abilities, must be able to multi task, work in a fast paced environment and must be detailed oriented. Ability to work weekends is a must. This is a full time, temp to hire opportunity.

**Intake Assistant:**

We are currently seeking an Intake Assistant for a temporary assignment with a local medical organization. The Intake assistant will be responsible for taking new patient referrals, verifying patient information and imputing all medical records into the database. Candidates for this position must have previous experience with medical terminology. Previous medical office and coding experience a plus. All candidates must have strong computer skills, excellent written and verbal communication, and high attention to detail. Must be able to pass a drug screen and CORI. This is a full time, temporary position.

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**Open Jobs: General Labor**

**Housekeepers:**

MOLARI is looking for part time and full time Housekeepers for various openings in Berkshire County. We have positions available in the healthcare and hospitality fields. Candidates will be responsible for cleaning floors and other surfaces, removing garbage, cleaning bathrooms and common areas. All candidates must be able to lift over 50 lbs, work weekends and be able to pass a CORI.

**Delivery Drivers:**

MOLARI Employment Services has full time positions available for delivery drivers. Candidates must possess a valid Driver’s License and be able to lift over 50 lbs. All candidates must possess strong communication skills, conduct themselves professionally and possess excellent customer service. Applicants must be able to stand on their feet for long periods of time. Must be able to pass drug screen and CORI. These are full time, temp to hire opportunities.

**Banquet Servers:**

MOLARI is looking for banquet servers and bartenders for events all over Berkshire County. Candidates must possess customer service abilities and a positive attitude. All events are professional and uniforms are required (black pants and tuxedo shirt). This is a great opportunity to get into the hospitality field or work events for supplemental income.

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**Home Health Aides:**

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.

**Custodian:**

We are currently seeking a custodian to work for a busy healthcare facility in Berkshire County. The custodian will be responsible for making sure all surfaces and common areas are sanitized. Candidates will also be responsible for removing all garbage from rooms and common areas, and maintaining the orderliness of all cleaning tools and equipment. Candidates must be able to lift over 50 lbs and pass a drug screen and CORI.

**Maintenance Technician:**

MOLARI Employment Services is currently seeking a full time Maintenance Technician for a residential complex in Northern Berkshire County. The Maintenance Technician will be responsible for general repairs to the property, including: Light carpentry repairs, drywall repairs, minor electrical and plumbing repairs. The Maintenance Technician will also be required to help maintain outdoor aspects of the property, including shoveling in the winter. This position requires an every other weekend on call. Candidates must have a valid driver’s license and be able to pass a CORI. This is a temp to hire opportunity.

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