COLLECTOR



The Times Leader is looking for a professional Collector to help recover payments from current home delivery subscribers. This is a unique opportunity in that it is not hard-core collections. People really enjoy our paper and service that we provide.

Requirements are:

- Neat appearance Great "people" skills
- Motivation to work hard with little or no supervision
- Organization skills

 Reliable vehicle We offer a flexible schedule and a very lucrative compensation package (100% Commission). You will have an opportunity to earn \$40,000 annually in your first year

You must have collecting experience.

Call Jim O'Rourke 831-7337

MEDICAL POSITIONS

Mountain Rest Nursing Home is currently accepting application for the following positions: FULL TIME RN'S 3-11 P.M. PART TIME RN'S 11-7 - 3 DAYS PER WK FULL TIME LPN'S 3-11 P.M. PART TIME CNA'S 11 P.M. -7:30A.M. Full Time Restorative Nursing Asst. Must have current CNA license. APPLY IN PERSON: Mountain Rest Nursing Home Linwood Ave., Scranton, PA (570) 346-7381 E.O.E.

DENTAL ASSISTANT

30 hrs. per week. Friendly energetic X-Ray certified. Good Benefits. Send resume to: **BOX 2696** Times Leader 15 North Main Street Wilkes-Barre, PA 18711-0250

Legals &

Public Services 100

LEGAL NOTICE

LUZERNE

PROVIDERS OF FI PROTECTION TO T TOWNSHIP. Individuals

nents. TDD access is vailable through this same

phone number. The ordinance will take ef-

OSHA#501 COURSE:

TRAINER COURSE FOR

GENERAL INDUSTRY

Group rates avail,
Registration deadline: Feb 12

at (800) 367-6724

Special Notices 240

PENGUINS TICKETS

Remaining 2nd half

603-9600 & 693-0419

for the season.

Preparation

220

Lost & Found

Instructions &

Training

FOR THE TOWNSHIP OF

KINGSTON Jeffrey K. Box Township Secretary

Public Services 100

NOTICE IS HEREBY GIVEN that Letters Testamentary have been granted to Edward Pauska in the Estate of Adeline Pauska, late of Newport Township, Luzerne County, Pennsylvania, who died on December 27, 2000. All persons indebted to said Estate are requested to make payment and those having claims or demands to present the same without delay Edward Pauska, c/o Stephen B. Killian, Esquire, Silverblatt & Townsend, 1400 Mellon Bank Center, Wilkes-Barre, Pennsylvania, 18701

701
STEPHEN B. KILLIAN,
ESQUIRE
SILVERBLATT &
TOWNSEND
1400 Mellon Bank Center
Wilkes-Barre, Pa, 18701

NOTICE NOTICE IS HEREBY

GIVEN that Letters of Administration have been granted in the Estate of Julie Lokuta ate of the Borough o Dupont, Pennsylvania who died on December 1,2000. all persons in-debted to said estate are required to make payments, and those having claims or de-mands to present the same with out delay to Damian P. Lokuta, Administrator, 508 Sterling Avenue, Linwood, Nev Jersey 08221, or his attorney, Theodore L. Krohn, esquire.

Theodore L. Krohn Esquire 400 Third Avenue Suite 20 Kingston, PA 18704

LEGAL NOTICE

LEGAL NOTICE
The Kingston Township
Board of Supervisors wil
conduct a Public Hearing
on Wednesday, February 7
2001, at 7:00 p.m. at the
Kingston Township Municipal
Building, 180 East Center Street, Shavertown, PA
18708, on Application No
00-14 of Nextel Partners
Inc., 5035 Ritter Road
Suite 1200, Mechanicsburg
PA 17055, for a Conditiona
Use to install a mobile
communications monopole
tower on the property o
Daniel P. Voitek and Man
L. Lukasavage, located a
137 Hillside Ave, Shavertown, PA 18708.
The Kingston Township
Planning Commission has
recommended denial of the
application. The application
and all related documents
thereto may be examined
at the Zoning Officer's Office, Monday through Fri
day 8:30 A.M. to 4:30 P.M.
Individuals in need of special assistance to attenc
public meetings mat contact the Kingston Township
Administrative Office a
570-696-3809, in advance
of the meeting to make
special arrangements. special arrangements.
FOR THE TOWNSHIP OF KINGSTON

Jeffrey K. Box Township Secretary

NOTICE

GIVEN, That Letters Of Administration C.T.A. have been granted to William Drendall in the Estate of Edith K. Margavitch, late of Kingston Borough, Luzerne County, Pennsyivania, who died on January 2,2001. All persons indebted to the said estate are requested to make payment and those having claims or demands to present the same without delay William M Drendall, Administrator C.T.A., c/o Stephen B. Killian, Esquire, Silverbalatt & Townend, 1400 Mellon Bank Center, Wilkes Barre, Pennsylvania. 18701 Stephen B. Killian, Esquire Silverblatt & Townend 1400 Mellon Bank Center Wilkes Barre, PA 18701 (570) 823-5181

For Fed, St, City tax repaired and filed, ½ the

TAX SERVICE

Travel

March 11-12 May-20-27, Bahamas Bermuda cruise Around the world travel 1-800-270-0544

250

HIGH SCHOOL PRINCIPAL

Scranton Preparatory School Scranton, PA

Scranton Preparatory School the Jesuit High School of Northeastern Pennsylvania, is seeking applicants for the position of principal. The principal will assume office in July, 2001. The ideal candidate:

- has a Master's degree in a relevant field
- has at least five years successful experience in secondary education
- is familiar with and accepts the Ignatian vision and philosophy of education
- is a practicing Catholic Salary is commensurate with experience. Medi-

cal, dental, vision and retirement benefits are

Applicants should send a letter of application, curiculum vitae, and the names of three references

> Rev. Michael A. Hricko, S.J. **Search Committee Chairperson Scranton Preparatory School** Scranton, PA 18509

Deadline is March 1, 2001

DRIVER

Sutton Springs Bottled Water, Shavertown, needs a full time driver/warehouse worker. No weekends or nights. Must be reliable with good driving record. Lifting required. \$8/hr. Call Bill for appt. 696-2800

STEWARD/ DISHWASHER

Full Time Position Tuesday-Saturday environment. Apply in Person: Glenmaura Nat'l. Golf Club 100 Glenmaura Nat'l. Blvd., Moosic, PA 18507 FAX (570)343-8131

& Luxury Suite Rental

Call for info & prices 696-1181, Gloria.....

The Kingston Township Board of Supervisors, at their regular monthly meeting held Wednesday, January 10,2001, passed on second and final reading Ordinance 2000-8. The entire text of which may be examined, and copies are available, at the Township Manager's Office, 180 East Center Street, Shavertown,PA 18708, between 8:30 A.M. and 4:30 P.M., Monday through Friday. The following is the short title of the ordinance: AN ORDINANCE OF THE TOWNSHIP OF KINSTON, → Pace Motor Sports February 9, 10 & 11, 2001 → Bare Naked Ladies February 14, 2001, 8PM

KINSTON, LUZERNE COUNTY, PENNSYLVA-NIA, RECOGNIZING AND DESIGNATING THE KINGSTON TOWNSHIP AMBULANCE ASSOCIATION AS THE PRIMARY PROVIDER OF EMERGENCY MEDICAL SERVICES TO THE TOWNSHIP OF KINGSTON AND RECOGNIZING AND DESIGNATING THE SHAVERTOWN AND TRUCKSVILLE VOLUNTIALIZING AND TRU

→ Target Sta Apr. 5, 2001

TEER FIRE DEPART-MENT AS THE PRIMARY chasing a partnership in Suite 332. need of special assistance to review this document may contact the Kingston Township municipal Office at 696-3809, in advance, to make special arrangements. TDD access is available through this same

ADMINISTRATIVE ASSISTANT

Administrative Assistant/ **Executive Secretary**

sume and salary requirements to the:

Dallas, Pa 18612 or fax to (570) 674-7004.

CAD literacy required.
Respond to: Draftsperson P.O. Box 111 Kingston, PA 18704

ASSISTANT TEACHER

AUTO BODY PAINTER

Full time painter with experience. Call 288-0271. **AUTO REPAIR PERSON**

BARTENDER

ment. Apply in person:
Comfort Inn
1067 Wilkes-Barre Twp.
Rt. 309 Blackman St.

CABINET PRODUCTION MGR.

Offering top wages and great working

Entertainment 255

1st Union Arena Tickets

→ Penguin Games 2001: 1/27 & 30, 2/18, 3/7 3/10, 3/17, 3/18, 3/28, 4/7

→ Alan Jackson, Feb. 22 2001, 7:30 PM

→ Godsmack, March 1 2001, 7:00 PM → **WWF**, March 4, 2001, 7:00 PM

→ Harlem Globetrotters, Mar. 16, 2001

Help Wanted 270

Must have superior cor uter, organizational, inter-ersonal and good com-nunication skills. Previous ecretarial or administrative secretanal or administrative experience a must. Legal, real estate or insurance experience helpful. Great working environment and potential for growth. Please submit cover letter, resume and salary requirements the Twin Stacks Center

Twin Stacks Center, Attention personnel, 1100 Memorial Highway

ADMINISTRATIVE ASST

Exp. person capable of handling diversified duties. Must have word processing, bookkeeping & Windows '98 skills. FT position 8:30 am-5:00 pm M-F. Competitive salary. Send resume in confidence to:

Lippi Properties 400 3rd Ave, Kingston ARCHITECTURAL DRAFTSPERSON

Asst Kitchen Mgr. **Bar Manager**

Must be exp'd. Apply at Magee's Main St. Inn, 20 West Main St., Blooms-burg, PA. EOE

Pickle's Pub at the Comfor Inn, Blackman St. and 309 is now hiring one part time bar-tender Great work environ-

Need exp. person for shop drawings, purchasing & su-pervision. Call 693-0285 or 288-8930

Help Wanted

CARE GIVER: Need responsible woman to care for elderly woman. Days or evenings. 693-2051.
Ask for Viola.

CARPENTER & CARPENTER'S HELPER

For home builder and land developer. Steady work must have exp. Call 474-0450 between 8am-noon Mon-Thurs. or 474-5514 between 7-9pm

COMMUNITY

tep by Step is looking the time staff to work in the w

COOK * WAIT STAFF

BARTENDER

Apply in person: Theo's Metro

596 Mercer Ave., Kingstor

954-4118

Customer Service

Representatives

The Times Leader is look

Call (570) 970-7430

DENTAL ASSISTANT

Send resume to:

BOX 2696 Times Leader 15 North Main Street

DENTAL HYGIENIST

Full time position to work i downtown Wilkes-Barre office excellent starting salary and benefits avail Call 823-1122

DEVELOPMENT DIRECTOR

Back Mountain non-profit organization is now inter-iewing for a full time de

viewing for a full time de-velopment director to administer & expand its fund raising activities. Prior relevant experience and superior skills in computer data base use & in or-ganization, motivation & public speaking are pre-ferred. Salary will be based on experience. Benefits available. Submit letter of interest, resume & salary requirements to:

The Dallas Post

Po box 366

Dallas, Pa 18612

DISHWASHER

16 & up. Call or apply

Pickett's Charge

Restaraunt

64 E. Center Hill Road Dallas, Pa.. 18612 675-4511

CIVIL ENGINEER CDL driver for local run. Stormwater management and site design experience. -3 years CAD literacy re-quired. Respond to: Civil Englineer P.O. Box 111 Kingston, PA 18704 Apply in person:

136 Armstrong Rd O'Hara Ind'l Park Pittston, PA 18640

Continental Express 1-800-745-9670

DRIVERS A CDL drivers wanted. Good Pay Home often. Call Frank at 570-313-

DRIVERS attention We're hiring professionals! TMC Transportation has immediate openings. No CDL? Paid training is available to qualified student! Already have a CDL and looking for a change? New hires start every Monday. We offer base salary, great benefits and guaranteed home time Call 800-247-2862 today for details or visit our website

www.tmctrans.com. **DRIVERS- Dedicated**

& Min. Weekly P Guaranteed. Assign Conventionals & O standing Benefits MS -800-887-5623. EOE

hrs. per week Friendly energetic X-Ray certified. Good Benefits. Wilkes-Barre, PA 18711-0250

DRIVERS -OTR Star.
Transport Inc. Has an exciting new pay package.
Experienced drivers can start up to 34 c per mile, full company benefits excellent home time great miles. Must haw class A CDL & be able to pass DOT physics. o pass DOT physical and drug screen, training available 800-548-6082

12 month position available on / about March 12, 2001

REPRESENTATIVE

Are You Bursting with Energy? Do you like to talk on the phone? Would you like to have a challenging & rewarding career?

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The Times leader, the fastest growing newspaper in N.E. PA has an exciting full time opportunity working in our Scranton office for qualified candidates who possess the following:

- Pleasant Personality & Phone Voice
- Ability to Work Under Deadlines Knowledge of Personal Computers
- Willingness to Work in a Team Environment Sales Experience
- Previous Advertising Experience a plus! We offer competitive starting salary plus bonus incentives along with a comprehensive benefit package. If you are a motivated sales talent with the drive to succeed call today or

send/email resume to: **Linda Byrnes, Classified Supervisor**

229 Marion Street, Scranton, PA 18509 (570) 558-2200 email: lindab@leader.net

The Times Leader is an equal opportunity em-

ployer committed to diversity in the workplace

RN'S LPN'S

DALLAS AREA **Excellent Pay Rates!** High Tech Private Duty Case ALL SHIFTS

Flexible Schedule 1 year nursing experience required Trach/Vent experience necessary **CALL TODAY!**

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www.interimhealthcare.com

NANNIES

Needed for **COMFY KIDS CHILD CARE**

REFERRAL SERVICE We have full time and part time hours

available. Please call 570-403-4001

for more information

Help Wanted 270 Help Wanted 270 ENGINEERING

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DRIVERS - 2 HOUR APPROVAL. 2-Day ori-entation. Great pay, Miles, Support Staff!
Home at your request.
Class A CDL required.
We'll be There for Your We'll be There for YOU

runs in your area! Earn\$55,000/ year Earn\$55,000/ year (34/cpm) \$1500 Sign DN Bonus. \$55,000/yr. .34/mi) Home Weekly

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ELEMENTARY PRINCIPAL

on / about March 12, 2001.
Enrollment approx. 800.
Grades K-6. Excellent
communication and interpersonal skills, experience
with student discipline,
teacher supervision /
evaluation, and a strong
background in curriculum
required. Experience preferred. Salary negotiable.
Send letter of application,
resume, transcripts, credential, Acts 34 & 151
clearances, and PA cert to:
Mr. Robert M. Jurbala,
Supt., Lackawanna Trail SD,
PO Box 85, Factoryville, PA
18419

EADLINE:

helpful.) 7 days per week, early morning hours. Reliable truck or van, PA driver's license and clean driving record required.

For more information call Don Roche 829-7151.

WE HAVE EXCITING NEWS!!!

AS OF JANUARY 29, 2001 **OLSTEN STAFFING SERVICES**

HAZLETON, DUNMORE &

WILKES BARRE

WILL CHANGE THEIR NAME TO

THE NATION'S LARGEST STAFFING

SERVICE COMPANY

AS ALWAYS, WE PRIDE OURSELVES IN

PROVIDING EXCELLENT

PERSONAL SERVICE.

STOP BY ONE OF OUR

LOCAL OFFICES.

ONE S. CHURCH ST., SUITE 304

HAZLETON, PA 18201

(570)454-7800

414 E. DRINKER ST. SUITE 201

DUNMORE, PA 18512

(570) 344-3220

32 E. UNION ST.

CAREER LINK

WILKES-BARRE, PA 18702

(570) 823-1211

SUBCONTRACTORS/

DELIVERY

Subcontractors needed to deliver

newspapers in Hazleton & Wilkes-

Barre area. (Knowledge of this area

Times Leader

SOCIAL SERVICES

Residential Advisor

Seeking energetic, independent individual with Work with good organizational skills. individuals w /developmental disabilities. CNA exp. a plus! FT/PT positions avail in the Wilkes-Barre areas. Trucksville and Comprehensive training provided! Flexible hours (eves, weekends, overnights) needed! Driver's license required.

Call Human Services Consultants (570) 287-7100 for more info. EOE

Help Wanted

270 Structural Reinforce-ment Products, Inc, is a state of the art engi-neered welded wire reinforcement manu-facturing facility an en-try level Engineer for the pre-cast concrete **GRAPHIC DESIGN** idGroup marketing, adver-tising, and design's Pittston. We have an immed. opening for a art direcmesponsibilities include:
Analyzing potential
projects, designing reinforcement and lavout

art dept.. ALL INQUIRIES
ARE CONFIDENTIAL. Please submit references 554-4203 idGroup 135 S. Main Street Pittston, PA 18640. Benefits provided.

Salary negotiable DIETARY DEPT **RESIDENT AIDES**

FT/ PT. On the job training, flexible hours. Call 825-0538 or apply in person: Riverview Ridge 300 Courtright Ave. Wilkes-Barre E.O.E. HOUSEKEEPERS/HOUSEPERSON Part time. Exc. Work Environment. Flexible

Comp. benefit package mileage reimbursements Call 654-0220 for interview

MACHINIST/MECHANIC

To rebuild, trouble shoot, & repair bakery

nust have knowledge

of lathes, surface grinders, welding & electrical circuitry. Paid vacation, health insurance, dental insurance provided.

Salary commensurate with experience. Send resume to: BOX 2695

Times♦Leader
15 North Main Street
Wilkes-Barre, PA 18711-

MAINTENANCE

MOBILE XRAY

. Competitive pay Apply in person:

Best Western FOOD MANUFACTURING East Mountain Inn & Suites 2400 East End Blvd. TNT Staffing Services is currently seeking 4 reliable andidates for the follow-

Wilkes Barre,Pa. LPNs / Home Health Aides (3) Sanitation-2:30 to 11 pn Sanitize mfg. machinery Northeast Health & Hospice has immediate openings, FT. Home health exp. preferred.

Apply in person:
TNT Staffing Services, Inc.
(Across from Bi-Lo)
355 South Main Street
Wilkes Barre, PA 18702
Phone: 570-822-6151 FOODSERVICE MANUFACTURING REPRESENTATIVE

construction market. Responsibilities include:

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conventional reinforce

gineered welded wire re

inforcement, Autocal drafting, quantity esti-mates, and quotation preparation. Ideal can-didate would possess a Civil, Structural, or Con-

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We offer competitive

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Qualified applicants can

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ment Products, 409A

Forest Road, Hazleton,

Pa. 18201, Attn: William

Structural Reinforce

converting

AutoCAD

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schemes,

nforcement,

industry a plus.

Gallenz

compensation.

Salary plus bonus
 Travel required
 Experience preferred
 Rease send resume and coveletter to include salary to:
 Regional Sales Manger
 C/O 109 Forest Edge Drive
 Sewickley, PA 15143

FORKLIFT OPERATORS TNT Staffing Services is Pittston area. 1st and 2r shift available. Benefit package included. Apply in person: TNT Staffing Services, Inc. (Across from Bi-Lo) 355 South Main Street Wilkes Barre, PA 18702 Phone: 570-822-6151

Full time maintenance position now available at the Comfort Inn, Blackman St. and 309 Wage/Salary commensurate FOSTER PARENTS Do you want the best gently needed. plete training, support, and reimbursement wil be provided to

Please help by calling Family Care for Chil-dren & Youth. 1-800-747-3807 FUEL OIL DRIVER Full time, benefits, paid va-cation. CDL, HAZMAT re-quired. Exp. necessary, **Help Wanted** MARKETING/CREDIT

Career opportunity for the right individual with a local growing company. We are seeking committed person with creative mind; someone looking for a career with us and not just a job. Responsible for designing & preparing marketing material phone contact & sup-port of lease vendors documentation prepa ration. If you are disciplined ind disciplined individual who possesses clear communication skills, strongly organized & motivated, computer

270

literate including word processing and a self-starter then send your Bank Capital Services Corporation 1853 Highway

Pittston, PA 18640 **MOBILE UNIT ASSISTANT**

Seeking full-time and per diem individuals to work in our Collections de-partment, various day-shift hours, with occa-sional overnight and weekends assignments. High school degree or equivalent with good customer service skills. Must be 21 years of age, valid PA drivers license, CDL preferred. Verified safe driving record and past employer references required.

Full time position offers an excellent benefit package (family health insurance, dental, vision, paid leave time, pension, AD&D, LTD, Life).

Submit resume by Friday, February 9, 2001, to: American Red Cross Northeastern Pennsylvania Region 29 New Commerce Blvd. Wilkes-Barre, PA 18703-0420 Attn: HR Department

NANNIES

Needed for COMFY KIDS CHILD CARE OFFICE PERSONNEL Individual needed for rec-ord keeping, typing and some tax knowledge. E days / week. Stan Urbansk Homes, 379 S. Main St. Wilkes-Barre. 18702

OPTICIAN Full time for new business on West Side. Some eve-nings and Saturdays. Must have communications skills and computer skills. Great opportunity for the right person. Benefits. Call 288-

PART TIME COMPUTER TEACHER Wanted for Wed & Thurs. mornings. For small private school. Call 287-9600 ask for Mrs. H. MAKE MONEY DRIVING YOUR CAR

EARN UP TO \$1,000 A MONTH

If you are an early riser, you can earn up to \$1,000 a month as an independent contractor for the Times Leader.

It's a second income that doesn't interfere with your regular job or other daytime responsibilities. Hours vary but typically 3:00am to 6:00am on the weekdays and to 7:00 am on Sat/Sun

We require that you have a reliable vehicle. Most of our routes avail. Require no collections.

Routes are available in the following area:

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Call 829-7206

SURGICAL NURSING OPPORTUNITIES FOR RNs

The Bloomsburg Hospital has immediate opportunities

for full time and part time trained circulating and/or

scrub nurses in our Operating Rooms. Positions are also available in the Post-Anesthesia Care Unit

Minimum of one year experience required. Scheduled hours require rotation between 10:00 AM -7:00 PM and 7:00 AM - 3:00 PM plus call. Full time fringe benefits include paid health, dental and life insurance; paid time off for vacation, sick and holiday / personal. Part time benefits include participation in health insurance and paid vacation and holi-

Please send resumes to:

The Bloomsburg Hospital **Personnel Services** 549 East Fair Street, Bloomsburg, PA 17815 Fax: 387-2434

M/F/H/V

To work in busy established shop in back mountain. Must be willing to

learn. Full or part time.

Call Beth at 675-1415 for App.

day / personal benefits.

Help Wanted 270

Light packing work
available. Moosic area.
9 pm - 6 am shift.
TRANSPORTATION
AVAILABLE Apply in person:
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(Across from Bi-Lo)
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Phone: 570-822-6151

Help needed for personal care aide. All shifts available Fernwood

PATIENT SERVICES supervise all aspects of nedical office front desk operations. Supervise staff of 4. 3 years prior business ffice supervisory exp referred. Interested ap-licants forward resume to:

> Operations Mgr.
> Valley Open MRI &
> Diagnostic Center
> 451 Third Ave.
> Kingston, PA 18704
> EOE PAYROLL

Sandra Drevenik

Wholesales looking for indi-vidual to assist with payroll and assorted functions. Send resume and salary requirements to: Klein Candy Co. 100 West End Rd.,

PERSONAL CARE ATTENDANT Perform in home care Must have experience Part time with benefits. Call 819-0880. E.O.E

Wilkes-Barre, Pa. 18702 NO PHONE CALLS PLEASE E.O.E.

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Full and part time employ ment available. Full benefi Send resume to: Clinical Director 1086 Rt. 315 Plaza Rt. 315 Plains, PA 18702

outpatient experience

RESTAURANT COUNTER HELP **PROFESSIONAL**

270

Help Wanted

RELATIONS Health Now NY Incommendation of the DMERC A is seeking a qualified for a Profesional Relations Repre sentative to work out of our claims processing unit located in Nant coke. The candidate we seek will have experience in Medicare

cal suppliers, providers, physicians, and beneficiaries in the north-

eastern U.S. region. Qualified applicants must have previous insurance claims experience and knowledge of Medicare program requirements; preferably durable medical equipment issues and medical terminology. Candidates must excellent verbal/written communication and presentation Strong analytical skills and PC experience also required. Approximately. 50 nights of

Starting salary commensurate with experience plus comprehensive flexible benefits package and opportunities for professional growth. Interested candidates should mail or fax cover letter and resume to: Resumes will only be accepted until February 9, 2001

travel a year required.

Health Now NY Inc-DMERC A Attn: Employment Services 60 E. Main Street

REAL ESTATE SALES Full Time Position

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Call Maribeth Jones

Nanticoke, PA 18634 Fax: (570) 735-9662 EOE M/F/D/V

Expand your horizons as a nember of the Prudential Real Estate Network. Classes begin for preficensing Jan. 30th!!