

## PARALEGAL

A major Wilkes-Barre Law firm seeks an experienced litigation paralegal. Should be well organized self starter independent computer literate and work well in a team. Position offers a full benefits package. Salary commensurate with experience

Send Resume To:

BOX 2699

**Times Leader**

15 North Main Street  
Wilkes-Barre, PA 18711



## DISTRICT SALES MANAGERS

Leading modular manufacturer is seeking several self motivated individuals to manage all aspects related to selling residential or commercial modular constructed units. Candidates must be committed to road travel and display reliable communication skills. Experience in the modular home industry and / or construction technology preferred. An excellent base salary awaits successful candidates along with commission and benefits package. Please direct all inquiries to:

**Deluxe Homes of PA, Inc.**  
Attn Human Resources  
499 West Third Street  
Berwick, PA 18603

## Manager, Insurance Administration & Sales

Directs & coordinates activities of company branch office & confers with company officials to plan & develop methods & procedures to increase sales, lower costs, & obtain efficiency; analyzes & develops strategies & plans, both short term & long term; implements all aspects of marketing functions & strategies, including analysis of marketing opportunities. Bachelor's Degree or equiv. in Marketing, Business Administration or related req. Possession of valid life, health, accident, casualty & annuity license in Pa req. Full-time. Mon.-Fri 9:00 am to 5:00 pm \$53k. Job location: Wilkes-Barre, Pa No OT. To apply Mail resume & copy of ad to:

Send resume to:  
BOX 2703  
Times Leader  
15 North Main Street  
Wilkes-Barre, PA 18711-0250

## BILLING/ACCOUNTS RECEIVABLE CLERK

We are currently accepting applications for an organized and dependable individual full-time in our accounts receivable/billing dept. Must be detail oriented with the ability to work independently. Computer and office exp required. Associate degree in business or accounting helpful. Compensation based on skills and experience including health and life insurance's and 401K plan. Mail or fax resume.

No Phone Calls.

**WYOMING SAND & STONE CO**  
C/O Controller  
6 Wyoming Sand Road  
Tunkhannock, PA. 18657  
FAX: 836-6317  
E.O.E. M/F/H/D/V

## NOW HIRING

**APPLY IN PERSON  
MONDAY-THURSDAY  
2:00-5:00**

**KITCHEN MANAGERS AND FULL TIME COOKS**  
375 Wyoming Valley Mall  
Wilkes-Barre

**FOR A GREAT PLACE TO WORK...  
NO PLACE ELSE IS**

**chili's**  
GRILL & BAR  
EQUAL OPPORTUNITY EMPLOYER

MANAGEMENT OPPORTUNITY      MANAGEMENT OPPORTUNITY

## Hawk Mountain Labs

**HAWK MOUNTAIN** ENVIRONMENTAL AND COAL TESTING LABORATORY  
LABS INC

Is seeking to fill a full-time position

## GC/MS CHEMIST

Position requires BS degree and one year of laboratory experience. Our rapidly expanding company offers advancement as well as health care, IRA, holidays and vacation pay benefits.

Mail resume with salary requirements:

**Hawk Mountain Labs**

201 West Clay Avenue  
West Hazleton, PA 18201

## UNITED ONE RESOURCES

United One Resources, a leading provider of information solutions, is seeking to add qualified information technology professionals to oversee the needs for their Wilkes-Barre, PA office. Qualified candidates should possess 2-4 yrs. Helpdesk support or exp. Troubleshooting PC based hard/software. NT Workstation & Server knowledge and MCSE, MCSF or A+ certification a plus. Responsibilities include: configuration of new PCs by UOR's standards, troubleshoot and resolve PC related hard/software issues, install & upgrade additional client hard/software products when required, provide printer & other peripheral support, monitor & maintain systems running proprietary database software and provide 1st level technical support. Please mail, fax or e-mail resume and salary requirements to:

**Human Resources**  
**United One Resources, Inc.**  
P.O. Box 390, Wilkes-Barre, PA 18703  
FAX: 570-824-7180  
E-mail: Lgardner@unitedonerresources.com

## FURNITURE DELIVERY/WAREHOUSE

Reliable, personable, ambitious person with a neat appearance needed. Must have a valid driver's license and a good driving record. Must be able to drive a 14' cube van. Some cleaning and heavy lifting. Knowledge or furniture repair and/or woodworking a plus. 40 hrs. /wk. (+ optional Saturdays). Wage based on experience. Apply at **Bartuska's Furniture, Inc., 147 E. Main St. Nanticoke.**

## WAITSTAFF SERVERS

F/T or P/T  
Experience necessary

Apply in person:

**K Medici**  
(Connected to the Athletic Club)  
1140 Rt 315  
Wilkes-Barre, PA. 18704

## CHEF'S ASSISTANT

Full or part time.

Kingston or Wilkes-Barre

Call **Grico's**  
654-9120

## ASSISTANT MANGER

looking for three people to assist manger. We have an opening for an aggressive individual to train as an assistant manger.

**NO EXPERIENCE  
REQUIRED**

**Opportunity of \$300-\$500  
per week to start.**

**Call: (570)288-4532  
or Fax: (570)283-5114**  
EOE

## DRIVERS

Domino's Pizza, Plains Plaza now hiring for Grand Re-opening. All Position avail Application & interviews at 550 Memorial Hwy. Dallas, Pa. or Plains Plaza. Thurs. Feb. 15 and Tues. Feb. 20. Noon to 2PM and 6 - 8PM

## REPORTER/COPY EDITOR



To cover local news in Back Mountain, edit press releases, take and scan photos. Variety of assignments, some evening meetings. Computer, photo skills helpful. Excellent starting point for career, at well respected paper that is now a member of The Times Leader Community Newspaper Group.  
Call 675-5211 or e-mail dalpost@epix.net

## TELLERS

Part time / Full time  
Ask for application for Trucksville or Edwardsville offices. Send to:

**Attn: Human Resources**  
**Grange National Bank**  
198 E. Tioga Street  
Tunkhannock, PA 18657

## MANAGERS

You can be part of the BEST! An excellent opportunity exists for managers to become part of a growing organization.

**Rite Aid**, one of the nation's leading retail drugstore chains, offers you a mgmt. development program which assures job stability.

If you are conscientious, hard working, & reliable and have at least 2 yrs. retail mgmt. exp., **Rite Aid** could be your key to a successful future. A company subsidized benefits package & attractive salary awaits you! Isn't it time to become part of the BEST?

Please mail resumes to:



**Rite Aid**  
Attn: District Manager  
Dallas Village Shopping Center  
Dallas, PA 18612 EOE M/F

## RETAIL SALES FULL/PART TIME

Competitive wages, benefits, commissions.  
Apply

**Lamp Factory**  
Rt 309  
Wilkes-Barre Twp

## MEDICAL RECEPTIONIST

Part time 20 to 30 hrs per week.  
Experience preferred.  
Competitive salary, excellent benefits.

**Po Box 1463**  
**Kingston, pa. L8704**

## MANAGER

Credit union seeking a manager. Candidate should have good knowledge of credit union services, lending and accounting /bookkeeping procedures. Excellent communication and leadership skills are needed. Proficient computer skills needed (Microsoft/Windows, Excel, and Internet). Credit Union Experience preferred. Familiarity with EDS-credit union operating system helpful. For immediate consideration, submit your resume to:

(No Phone calls please)  
265 South Main Street  
Wilkes-Barre, PA 18701-1533

## MEDICAL DIRECTOR

Seeking an entrepreneurial individual to develop and operate a mobile examination service. Phlebotomy & marketing skills required.  
Top pay/commission based.

**1-800-572-1417**

## AUTO BODY REPAIR TECHS

Late model collision repairs, no after market parts, no layoff's.  
> **Heavy collision repair 50,000 per year +.**  
Must have ICAR training including welding certification, or equiv GM training and certification.  
> **Light Collision repair**  
Must have 3 yrs. exp. verifiable ref, tools, high hly rate, benefits, pd training.

Call **Russ Phrall**

**Body Shop By Jim Schlier**  
570-629-4250

## WAITERS & WAITRESSES

Friday & Saturday all night.  
11pm to 7 am.  
Apply in person.  
**Holidays Family Restaurant,**  
588 Union St.  
Luzerne.  
288-5528

## TRUCK DRIVER

Growing company seeks experienced driver with valid Class A CDL and clean driving record.

Regular Routes  
Home every weekend  
State-of-the-art, Well Maintained Equipment  
Expenses Paid  
Competitive wages and Benefits  
Send resume and salary history to:  
BOX 2716  
Times Leader  
15 North Main Street  
Wilkes-Barre, PA 18711-0250

## COMPUTER SYSTEMS ANALYST/ PROGRAMMER, ASSOCIATE

The U.S. Postal Service has an opening for a Computer Systems Analyst/Programmer, Associate, who possesses experience in analysis, design, coding and testing. The successful candidate must have a minimum of 3 years current experience. This position is available to the individual with experience in COBOL, CICS, DB2. Please send your resume to:  
Management Support Section  
U.S. Postal Service,  
Integrated Business Systems Solution Center  
7 North Wilkes-Barre Boulevard Suite 448  
Wilkes-Barre, Pa. 18702-9200  
Responses should be received no later than February 20, 2001.  
AN EQUAL OPPORTUNITY EMPLOYER

## HOUSING INSPECTORS

Independent contractors for periodic post-disaster housing damage assessment. Experience required in housing construction trades, real estate, appraisal, or related professional areas. Travel may be required. For more information call

**(877) 665-0092**

Equal Opportunity Employer. M/F/D/V

## NURSING POSITIONS

Excellent opportunity for a Registered Nurse to join the staff at Berwick Hospital Center in one of the following positions:

**Nursing Supervisor.**

Full time, Rotating Shifts

**Cardiac Cath Supervisor**

Full time, Day shift

**\$1500 sign-on bonus**

Please send resume or apply in person to:

**Berwick Hospital Center**

Human Resources Dept.

701 East 16th Street

Berwick, Pa. 18603

Fax # 570-759-5035

EOE

## 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

## MEDICAL OFFICE ASSISTANT

Geisinger Health System has a part-time Medical Office Assistant position available immediately located in their Mountaintop Clinic. Position #200106ERHG. Duties include appointment scheduling, greeting patients, phlebotomy duties and general clerical duties. Computer /typing skills a must.

Geisinger Health System offers a competitive salary and comprehensive benefit package.

Geisinger Health System requires a completed application and/or resume and cover letter indicating Position Title and Position # applying for. Application /resumes must be received on or before February 23, 2001.

**Geisinger Wyoming Valley**

Attn: Human Resources Dept.

1000 East Mountain Dr.

Wilkes-Barre, Pa 18711-3462

570-826-7519

Affirmative Action employer

M/F/D/V



Health System



**PART-TIME NURSE** -Valid PA Nursing license required.

**PART/FULL TIME CHILD CARE WORKERS** - Care and supervision of adolescents in a residential program. Bachelor's degree preferred.

**HOUSE PERSON** Awake staff for adolescent boys dorm-third shift (11:00pm-7:00am) high school diploma /GED and a valid PA drivers license

**OUTSTANDING BENEFIT PACKAGE:**  
Highly competitive salaries - Opportunities for advancement - Educational reimbursement for master's degree available-Excellent health insurance plan - Paid Holidays /vacation/sick & personal days - Paid Life Insurance - Pension & Annuity plans - Must qualify for child abuse and criminal clearances. - \$200.00 Signing bonus for qualified degreeed applicants.

Please forward or fax a resume to  
St. Michael's School,  
Box 370, Tunkhannock, PA 18657;  
Fax: 570-388-6979.

EOE

## Help Wanted 270

FOX 56 WOLF-TV

Media 100 Editor/Video Producer: Seeking a creative individual with a minimum of 2-3 years experience as a Media 100 Digital Non-Linear Editor. Adobe AfterEffects, Adobe Photoshop and camera skills are also required. Copywriting 3-D animation, CD-ROM and Streaming Media experience a definite plus. Send tape and resume to: Human Resources, FOX 56 WOLF-TV

1181 Highway 315  
Plains, PA 18702  
NO PHONE CALLS  
E.O.E Deadline: 2/9/01

## HOCKEY FANS WANTED

Pro Performance Marketing is in search of goal-oriented, enthusiastic hockey lovers to staff an on-site promotion through out the 2001 season. Work is based on the Penguins home schedule. This is a great opportunity to earn money & support the Penguins. For more information call Bill at 1-(800) 377-1924 ext. 215

**HOUSE CLEANING & LAUNDRY**  
Morning hours. 8 to 11 am. 2 days. Family Res. Ref. Req. Call 824 3052

## LIGHT INDUSTRIAL

Long & short term temporary and temp to hire positions are available in the Wilkes-Barre area. Dependable people with reliable transportation need only apply. First and second shift available. Applications accepted Mon. - Wed. 9am-2pm. Please bring 2 forms of ID and resume.

## Adecco

THE EMPLOYMENT PEOPLE  
32 E. UNION ST.  
WILKES BARRE, PA  
(570) 823-1211

## MANAGER / MANAGER TRAINEE

Healthcare Services Group, Inc. - the nation's largest providers of environmental services to the long-term care industry, is currently expanding operations throughout N.E.P.A.

If you are career oriented and looking to grow with a well established, publicly held company, please send your resume to:

HCSG, Inc.  
332 E. 11th St.  
Berwick, PA 18603  
or Fax to: (570) 752-9051

## MECHANIC

Experienced highway construction / quarry mechanic needed for Scranton Wilkes-Barre area. Reply to:

BOX 2714  
Times Leader  
15 North Main Street  
Wilkes-Barre, PA 18711-0250

## MEDICAL DIRECTOR

Seeking an entrepreneurial individual to develop and operate a mobile examination service. Phlebotomy & marketing skills required. Top pay/commission based.

**1-800-572-1417**

## MEDICAL RECEPTIONIST

Energetic, positive person for front desk. Busy family pract. Duties - scheduling, filing, HMO refs. Resumes to:

BOX 2715  
Times Leader  
15 North Main Street  
Wilkes-Barre, PA 18711-0250

## OPTOMETRIST

Part time.  
Reply to:  
P.O. Box 2534  
Wilkes-Barre, PA 18703

## AES Advanced Employee Services

AES is a Professional Employer Organization. (PEO) We are not a placement agency. We assist businesses by assuming all areas of employee administration including but not limited to payroll, HR, risk management and employee benefits.

*Are you customer service oriented?  
Are you looking for work in a challenging fast-paced environment?  
Due to rapid expansion and growth,  
we currently have several job openings.*

**PAYROLL CLERK** - Duties include processing payrolls and reports for our client employees on industry specific software, maintaining employee files and assisting HR reps with client requests. Previous experience processing payrolls from start to finish required. Proficiency with MS Word and Excel a must. Salary based on experience.

**WORKERS' COMP. CLAIM CLERK** - Duties include reviewing forms for completeness, gathering missing data, compiling -reports as needed, acting as liaison between carrier and insured, input and tracking of claims on industry specific software, transmitting claims for payment, handling certificate requests. Previous experience preferred. Proficiency with MS Word and Excel a must. Salary based on experience.

**BENEFITS ASSISTANT** - Duties include maintaining employee benefit files, sending enrollment info and payments to plan providers, calculation and entry of amounts of employee benefits/deductions into industry specific software, compiling reports as needed, COBRA administration, billing administration. Previous experience and knowledge of benefit programs preferred. Proficiency with MS Word and Excel a must. Salary based on experience.

**ACCOUNTING ASSISTANT** - As assistant to controller, duties include A/R, A/P, general ledger entry, preparation of financial statements, reconciliation, and employment taxes. Associates degree and previous experience required. Proficiency with MS Word and Excel a must. Salary based on experience.

\*\*\*All positions are Full-Time, M-F, 8:30 am-5pm.  
Great benefits include Medical, Dental, 401(k), EAP,  
Paid Vacation/Holiday/Sick/Personal, and Much More! \*\*\*

Fax or Mail Resume In Confidence to:

**HR Manager**  
**Advanced Employee Services**  
Cross Creek Pointe, Suite 200  
1065 Highway 315  
Wilkes-Barre, PA 18702  
Fax: 570-331-3400