

AUTO BODY POSITIONS

NEPA's largest AutoBody Shop is expanding to **Scranton**, & we have openings available in our **Scranton & Wilkes-Barre** locations for experienced **Bodymen, Painters, Painter's Helpers and Car Washers**. We offer above average wages & an excellent benefit package. A valid PA driver's license & a clear driving record required. To schedule a confidential interview, contact Joe Reilly at:

MotorWorld
150 MotorWorld Drive
Wilkes-Barre, PA 18703
570-821-3744
E.O.E.

ASPHALT PAVING CREWS

- Paving Foreperson - 5 years experience required, Penn Dot experience is a plus. Must be production and quality oriented. Salary commensurate with experience. Must be self-starter, organized and dependable.
- Pave Machine Operator - 4 years experience required - \$14.00-\$15.50/hr.
- Screed Operator - 3 years experience required. \$14.00-\$15.00/hr
- Asphalt Roller Operators - 3 years experience - \$14.00 - \$15.50/hr. Knowledge of Static and Vibratory Rollers.
- Lute / Laborers - 2 years asphalt experience - \$10.00 - \$12.00/hr.
- Asphalt Technician - 3 years Penn Dot experience. Salary commensurate with experience. Soils and concrete experience a plus.

Class "A" CDL with Hazmat and Tanker is a plus for the above positions. Medical, 401(k), Life Insurance, etc. package.

Apply to: **Ross or Bernie**
American Asphalt Paving Co.
500 Chase Road
Shavertown, PA 18708
EOE M/F

ACCOUNTING MANAGER

US Food Service. The nations largest wholesale food distributor. Has an opening for an accounting manager. Strong leadership, supervisory & PC skills are essential. Successful candidate must have a bachelors degree and 2 - 3 years. experience. With financial reporting, accounts payable & fixed assets. We offer a full benefits package including a matching 401K and stock purchase plan. Forward salary requirements and resume in confidence to:

US Food Service/Pittston
13 Rutledge Dr.
Pittston, Pa. 18640
Attn: AM/HR
Fax 570-883-4755
Email:
adavis@usfood.com
Website:
www.usfspittston.com
EOE/ M/F/D/V

UTILITY PLANT OPERATORS

Full-Time Positions Available- Rotating Shifts

Allentown State Hospital, a Commonwealth Psychiatric Facility, has an immediate need to fill full-time, 40-hour work week, Utility Plant Operator 1 and Utility Plant Operator 2 positions. These positions are responsible for the operation of the Hospital's coal-fired steam boiler plant and is auxiliary equipment. A complete benefit package is available, which includes medical insurance; life insurance; dental; eye care and prescription plans; and a retirement program. The minimum qualifications for Utility Plant Operator 1 are one year as a Utility Plant Helper; or one year of comparable boiler plant experience. The minimum qualifications for Utility Plant Operator 2 are two years of experience as a Utility Plant Operator 1; or three years of comparable boiler plant experience. Starting salary is \$22,637 annually for Utility Plant Operator 1 and \$25,517 annually for Utility Plant Operator 2. A State Civil Service Commission employment screening examination and clearance under Pennsylvania ACT-13 of 1997 are required. Interested candidates may contact:

Allentown State Hospital
Personnel Office
1600 Hanover Avenue
Allentown, PA 18109-2498
(610) 740-3450 or (610) 7403457
Allentown State Hospital is an Equal Employment Opportunity Employer.

PRODUCTION MANAGER

Energy Convertors, Inc., is undertaking an Epic Transformation to achieve a business environment wherein all employees are empowered to maximize their level of contribution, self-satisfaction, and personal career growth. As a result a new and exciting career opportunity awaits a motivated and organized person, to work with our management team, in the planning and direction of our newly implemented workteam environment.

The individual we are seeking will lead, train and develop a team of production supervisors and their production employee teams to achieve continuous and innovative productivity improvements within a Participative Total Quality Management System environment.

Responsibilities will include:

- Lead, encourage and nurture our newly created work team by providing necessary information and resources.
- Teach and train teamwork concepts as required in respective manufacturing work teams.
- Achieve continuous and innovative productivity improvements in key areas of product / process cost reduction, lead-time reduction, throughput expansion and cost of quality reduction.
- Sustain acceptable safety practices within all manufacturing work team, to achieve zero accidents.

A relevant degree is preferred but not mandatory. Eight or more years of demonstrated ability in planning, organizing, controlling, coordinating, training, and leading a production workforce in a small / medium size manufacturing business is required.

We offer a competitive salary and comprehensive benefits package including Health Insurance and 401(k). For consideration, forward a resume to:

Encon Production Manager Recruitment
PO Box A, Dallas, Pa 18612

Medi-Call

New Hazleton branch is Northeast PA's premier RN, LPN, CNA staffing specialists. Now hiring

CNA's \$11.50-\$13/hr
LPN's \$19-\$22/hr
RN's \$24-\$30/hr
\$500 Shift Bonus
Full & PT Shifts
Weekly Pay
Flexible Scheduling
Contact: Jim Garnett
(570) 454-4204
1000 W 27th St
Hazleton, PA 18201
E-mail:

Director Of Nursing Lutheran Welfare Services

We are looking for a dynamic and caring individual with a proven track record in nursing management to be responsible for the nursing department on our Hazleton campus. The ideal candidate will be someone who has managed the nursing function in a changing environment, this is a highly visible position within the organization and strong leadership skills are essential.

We offer a competitive benefits package which includes: employer paid health/dental/vision plan, 401k, with employer contribution, pension plan, tuition reimbursement and a generous vacation package.

If interested send resume to

Diakon Lutheran Social Ministries
St. Luke Pavilion
1000 Stacie Drive
Hazleton, Pa. 18201
ATTN: Bonnie Mfarej
570-453-5105
EOE

FDA ADMINISTRATOR

Local industry leader has an immediate opening for person with strong background in FDA regulation, including the preparation of 510 k submissions, audits, & regulation maintenance. Competitive salary & benefit package available.

Send resume to:
BOX 2704
Times*Leader
15 North Main Street
Wilkes-Barre, PA 18711-0250

REGISTERED NURSE

Dialysis Experience Preferred

Fresenius Medical Care of North America, a leading dialysis provider, currently has a full time R.N. position available on the evening shift. Excellent opportunity to be a part of a specialty nursing team. Extensive training, tuition reimbursement, Sundays and most holidays off. Opportunities for advancement. E.O.E. Interested applicant should send a resume to:

Sybil Nudo D.O.N.
58 W. Linden St., Suite 3
Wilkes-Barre, PA 18702

MECHANIC (Production)

CCL Container is a leading manufacturer of collapsible plastic tubes. We are currently seeking production line mechanics with Printing or Plastics experience for our start-up plant in Wilkes-Barre, PA. Qualified applicants will have a generalist background and the ability to learn operation procedures for our production lines. You must be able to assemble, disassemble and maintain production equipment. Electrical skills are a definite plus. This exciting new operation will only grow larger in the future, get in on the ground floor now! In addition to a challenging opportunity, we offer Competitive Wages and an excellent Benefits Package including a 401 (k) plan. Send resumes to:

CCL CONTAINER
1 Ashley Avenue, Wilkes-Barre, PA 18702
Attn: JAMES VALERI
(Ph:) 570-824-8485

MAINTENANCE LEAD PERSON

CCL Container, a manufacturer of collapsible plastic tubes, is now in Wilkes-Barre, PA. CCL Container is bringing in state of the art machinery for our product line. We have an immediate opening for a Maintenance Lead Person. The Maintenance position will create, implement, execute and keep maintenance of the production equipment and building maintenance. Will also be responsible for executing preventive maintenance planning and the inventory of spare parts. In addition to a challenging opportunity we offer competitive wages and an excellent benefits package including a 401(k) plan. This is an exciting opportunity in a new plant, so if you have great mechanical skills, send your resume to:

CCL CONTAINER
1 Ashley Avenue, Wilkes-Barre, PA 18702
Attn: JAMES VALERI
(Ph:) 570-824-8485

ART COORDINATOR

A quality men's apparel company, maker of the Jeff Rose, Ben Crenshaw and Copley collections located in Pittston is looking for a highly motivated individual to work in a fast-paced environment as part of our Art Department.

The ideal candidate would have knowledge of commercial embroidery; possess a keen sense of color/design and excellent customer service/interpersonal/organizational skills.

We offer a competitive salary and benefits package. If you are interested in applying for this full-time position, please fax your resume to us at:

570-883-7560 or mail it to
P.O. Box 724,
Pittston, PA 18640

Registered Dietician Supervisor

Full Time position for our 133 bed SNF & 60 Bed assisted living facility. Experience in the in term care food service setting and the ability to manage, supervise, and motivate staff positively to provide the service the service and care essential to the delivery of our work & mission. For information & interview submit current resume w/salary history, in confidence to:

Michael Semian, NHA at:
Little Flower Manor and
Saint Therese Residence
200 South Meade Street
Wilkes Barre, PA 18702
Phone: 823-6131 or Fax: 823-5171
EOE

Bear Creek Health Care Center just minutes from White Haven, Blakeslee or Wilkes-Barre 32 bed nursing facility has positions open:

Housekeeping/Laundry
Part Time Position

RNs/LPNs
Part Time Or Per Diem
Various Shifts

CNA'S
Various Shifts

Super benefit package includes health insurance, dental, vision, IRA, 12 paid days off in first year, paid birthday off, paid holidays, benefits even paid **fully** for part timers after 1 year.
Call 472-3662 fax 472-3321 or stop by
EOE

Clerical Support Personnel Needed

Wilkes-Barre Company has immediate openings for clerical support personnel. Responsibilities include verification of survey forms for quality control purposes.

- No computer experience necessary.
- Must be willing to work in a fast paced environment.
- Must be detail oriented.
- Must be able to work with numbers.

For more information or to apply call:

Liberty Business Information
1-800-339-9043
EOE

Sales

A new Dickson City dealership is looking to fill the following positions:

- Sales Mgr.,
- Special Finance Mgr.
- Salesperson
- Service Writer
- Service Tec.
- Parts Counter Person
- Detail & Lot Personnel
- Parts Driver
- Cashier/Receptionist

We offer a great working environment and a full benefit pkg.

Apply in person at:
Dickson City Hyundai
Exit 57A off Rt 81, Rt. 6
Scranton/Carbondale Hwy.
Or Call 610-377-1570 and ask for details.

FIRST AID/CPR INSTRUCTOR

FT instructor needed to teach throughout Lackawanna, Wayne and Pike Counties. Looking for dynamic personality with ability to motivate groups. Certified preferred, but will train the right person. EMT or similar background. Please send resume to:

Human Resources,
Scranton Chapter
American Red Cross
545 Jefferson Ave.
Scranton, PA 18510

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

SPEECH THERAPIST

Out patient medical rehab program seeks per diem SLP's. Candidates must have valid, professional PA license, CCC's and experience. Competitive rates. Send resume to:

BOX 2732
TIMES*LEADER
15 North Main Street
Wilkes-Barre, PA 18711
EOE

AUTO SHOP

We're Growing & Hiring!

- ★ Parts Runner / Tech Aide
- ★ Skilled Technician
- ★ Alignment Technician
- ★ Auto Body Technician

Part & full time available. We offer full benefits.

474-5787 * Apply at:
59. S. Mtn. Blvd., Mt. Top

Staff Physical Therapist

Full Time positions available on our campus for an experienced therapist to work in the department of rehabilitation services in our long-term care setting. We focus on the individual & their care from an interdisciplinary approach. Competitive benefits & negotiable salary. Experience Counts. For information & interview Contact:

Director of Rehabilitation Services,
Little Flower Manor
and Saint Therese Residence
200 South Meade Street
Wilkes Barre, PA 18702
Phone: 823-6131 or Fax: 823-5171
EOE

DECORATOR / SALESPERSON

PT or FT. Some exp. req'd.
COMM. CARPET SALESPERSON

Salary + comm. Commensurate w/ exp.
Send resume to:

The Design Center, 1620 Hwy. 315,
Laffin, PA 18702

WAITRESS/WAITER

Experienced, Apply in person after 1PM. at
Dominicks Cafe
20 School St.
Plains, Pa.
829-9612

OPERATIONS PROFESSIONAL

Role includes planning and managing a fleet of 48 state owner operators, monitoring all matters in safety/compliance, quality control, and training. Full benefits and 401K.

Ace Moving and Storage
125 Stewart Rd.
Wilkes-Barre, PA 18706-1462
Attn: Beverly A. Jones
Fax: 570-821-8537
Email: BevAceMvg@aol.com

OFFICE MANAGER

As a leader in the Health Care Field, we have an open position for an experienced Office Manager. Must be able to assume responsibility of patient accounts and records. Prior knowledge of Medicare and Medicaid necessary, including preparing and mailing all Medicare, Medicaid and Insurance HMO billing forms to appropriate payors. Other responsibilities include credit and collections and daily management of office. A minimum one year experience and an Associate Degree is preferable. Experience in electronic billing and computer skills are required. For consideration send resume to:

Send resume to:
BOX 2735
TIMES*LEADER
15 N. Main St., Wilkes-Barre, PA 18711-0250

PROCUREMENT MANAGER

National Headquarters for a leading Foodservice Distributor is looking for an individual with a college degree and at least 3 years experience in foodservice sales & procurement to assist developing a corporate procurement program. If you are interested in joining our team, send resume and salary history to:

Pocahontas Foods USA
Human Resources Manager-PM
P.O. Box 9729Richmond, VA 23228
or via e-mail to:
kwells@pocahontasfoods.com

RESTAURANT HELP

◆ WAIT STAFF
◆ 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

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

COMPUTER SALES

Kingdom Computers is a Top 100 Systems Builder in North America, a Microsoft Gold Member Partner and winner of 80+ industry awards. A great salesperson is needed for eastern PA to sell to an existing customer base and new clients. Sell by phone and in person to educational, corporate and government accounts. Work at home or out of our offices. College degree preferred and 3(+ years sales experience requires, Base + Commission + Bonus + Benefits. Reply to:

P.O. Box 506, Mansfield, PA 16933 or
johnm@kingdomcomputers.com

MAINTENANCE TECHNICIAN

For meat processor. Should know food and packaging machinery, electrical and plumbing. Refrigeration a plus. Benefits include health insurance, vacation, holidays & 401K plan. Second shift available. Please call or send resume to: Murray at

Montage Foods
885 Providence Rd.
Scranton, PA 18508
570-347-2400

Mid-size litigation law firm in Northeastern Pennsylvania seeking experienced attorney for Associate position to handle all phases of plaintiff personal injury, worker's compensation and social security disability. Experience in the areas of Wills, Estates and Real Estate helpful but not necessary. Applicant **MUST** have five to eight years of experience. Competitive salary, benefit package and 401K available to qualified applicant.

ALL RESUMES WILL BE HELD IN THE STRICTEST OF CONFIDENCE. PLEASE REPLY ON OR BEFORE MARCH 1, 2001 TO:

LAWYER'S RESUMES
P.O. BOX 1072
WILKES-BARRE, PA 18703-1072

PRODUCT / QUALITY ASSESSMENT MANAGER

Multi-line international apparel manufacturing company currently seeking key individuals to implement a formal Quality Assessment Program. The successful candidate will plan and direct all activities concerning product assessment / inspection and quality standards for both domestic and overseas production and distribution centers. We are seeking a results oriented individual who will take ownership of projects from development through implementation.

We offer a competitive starting salary and comprehensive benefit package. Interested individuals may forward resume with salary requirements to:

The Astro Apparel Group
300 Brook Street
Scranton, PA 18505

MEDICAL RECORD CLERK

FT position in Wilkes-Barre area hospital. FYI Health SERVE, a document & information outsourcing company seek dependable, conscientious worker for data entry and receptionist duties in medical records department. Competitive hourly wage, fax resumes to

215-364-8901 or call
1-800-326-3152
EOE M/F/D/V

HVAC POSITION

For maintenance of and requiring knowledge of Refrigerated cases /AC/ Heating with local food chain. Will be supplied with truck.

Call 822-2701
between 9 AM and 5 PM.