

Quality Assurance Analyst /Manager

FULL TIME

Instrumentation Engineering, a world leader in Automatic Test Systems Solutions in the Telecommunications Industry, is seeking a talented and creative individual to join our growing Wilkes-Barre, PA team as "hands-on" Quality Assurance Analyst/Manager. Excellent professional growth opportunity and earnings potential.

Qualified candidate will be responsible for all quality assurance and quality control functions including systems and procedures. Inspect ATE systems and co-ordinate efforts to correct/prevent non-conformances. Continue ISO 9001 training and implementation process.

Bachelors degree in an engineering related discipline or equivalent preferred. A combination of experience and education may be substituted.

If you are looking for a challenging and dynamic work environment where talent and hard work are rewarded fax your resume to H.R. Manager at (201)651-1337 or e-mail to hr.manager@ie-ate.com.

IE offers an excellent salary/benefit package

(EOE M/F/D/V)

Sales Opportunities

Put your sales talents to work for a company that appreciates your effort. There has never been a better time to join Topp Business Solutions. We doubled sales in the 90s and new digital technology is increasing sales again. As a result, we are looking to expand our sales force. We have local positions available in our Scranton, Wilkes-Barre, Williamsport and St. College offices. These range from entry to senior level, including management opportunities. If you are articulate and ambitious, preferably with at least one year of selling experience and some computer experience, this is a chance to go as far as your talent will take you. We offer:

- | | |
|----------------------------|--------------------|
| High Base Salary | High Commissions |
| Quarterly Bonus Incentives | 401(k) |
| Car Expenses | Paid Vacation |
| Health Insurance | Relocation Package |
| And Much More! | |

If you are up to the challenge, come work with an organization that's got it all.

To apply, send resume to:

Topp Business Solutions
Corporate Headquarters
1110 Saginaw Street
Scranton, PA 18505
Attn: Jeff Dixon
VP Sales & Marketing
Ph: 800-982-4021 Fx: 570-344-5227

E-mail: jdixon@toppcopy.com

PART TIME OPPORTUNITIES

The Times Leader is looking for Independent Contractors to deliver to local stores and vending machines in Luzerne County. Great supplemental income. You must have a cargo van, suv, caravan or a vehicle that can hold bulk bundles of our products. Our routes available vary in size but generally average 1,500 newspapers with 70 to 100 individual drops. No collections involved. We are looking for reliable, versatile people. Early morning hours, 7 days a week.

Call 831-7337

TIMES LEADER

OFFICE ASSISTANT

CareWorks, the Occupational Health Program of the Geisinger Health System has a part time float position for the Wilkes-Barre area. This position will perform secretarial, clerical and billing duties. The successful candidate will have a basic knowledge of keyboarding and medical terminology. Requires at least one-year prior office experience with knowledge of appointment and registration functions. Must have effective communication skills and be able to work with minimal supervision. The Geisinger Health System offers a competitive salary and excellent benefit package. Interested candidates should submit a resume to:

Trish Brent,
100 North Academy Ave.,
Danville, PA 17822-2415
Fax to: 570-271-7006;
or e-mail:
pbrent@geisinger.edu

E.O.E. M/F/H/V

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 are 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 require no collections.

Routes are available in the following areas:

- ◆ South Wilkes Barre
- ◆ Plymouth
- ◆ Kingston/ Swoyersville
- ◆ Nanticoke
- ◆ Pittston/Dupont/Avoca
- ◆ Sugar Notch

Special Bonus

\$25 Gas Card
*After signing contract

Call 829-7206

TRUCK DRIVERS

Needed immediately. Steady day and night shift for local service area. Drive, load and unload. No CDL required, but must have experience driving 18ft. van trucks. Must pass DOT physical and fleet safety requirements. Paid holidays, vacation, sick days, pension and health insurance plan including vision and dental. Apply at

Salvation Army
739 Sans Souci Pky.
Hanover Twp.
No phone calls please!

PROFESSIONAL EMPLOYMENT VICE PRESIDENT OF COMMUNITY AND DONOR RELATIONS

The Children's Home of Wyoming Conference established in 1912, is a non-profit, multi service human service agency serving children and families throughout southern and central New York. An innovative, Best Practice driven agency, we are seeking experienced professional with a track record of proven results developing community and donor relations. Prefer 10 or more years experience in grant writing, public relations, current giving and endowment development. This is an outstanding opportunity for a dynamic individual to partner with the CEO and join a senior management team in an agency focused on excellence. Highly competitive salary/benefits. Send resumes/letters of interest to:

Bruce Nisbet, President, Children's Home of Wyoming Conference,
1182 Chenango Street,
Binghamton, N.Y. 13901
www.ChildrensHomeWyomConf.org

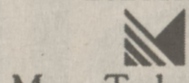
EOE

RADIOLOGIC TECHNOLOGIST

Moses Taylor Hospital has an immediate full time opening for a Radiologic Technologist for our Imaging Department. Qualified candidates possess an ARRT certification. We will provide the right candidate with cross-training opportunities. We offer an attractive starting salary based upon experience and a comprehensive, flexible benefits package including on-site day care and tuition reimbursement. Apply with resume to:

Moses Taylor Hospital
Human Resources Dept.

700 Quincy Ave.
Scranton, PA. 18510
(570) 340-2027 (570) 340-2742 fax
KarenT @ MTH.org
EOE M/F/V/H



Moses Taylor Hospital

MACHINERY SALES

Local Salesperson needed for Metal Cutting Machinery and associated equipment. Candidate should be knowledgeable with manufacturing and have proven sales experience.

Reply to:
P. O. Box 110,
Scranton, PA. 18501

LEGAL SECRETARY

Immediate opening in busy law office. Legal experience preferred but not necessary. Must have computer skills, familiarity with Microsoft Office a plus. Salary and benefits commensurate with exp. Mail or fax resume and salary requirements to:

JOSEPH A. DENTE, ESQ.
387 WYOMING AVE.
KINGSTON, PA 18704
FAX 570-288-6003

RECREATION ADVISOR

The Red Rock Job Corps Center is seeking an individual to work with residential students 16 to 24 years of age. At least 1 year experience in organizing and supervising various sports and recreational activities is required. Applicant must possess a valid PA drivers license. The position requires weekend and evening work. Excellent pay and benefits. Shift differential. High school diploma required, college a plus. Please mail resume to:

Management & Training Corporation
RRJCC/Human Resources
P.O. Box 218
Lopez, PA 18628,
or fax same to 570-477-3091.

You may also e-mail your resume to us at
legoc@jcdc.jobcorps.org.
EOE M/F/V/D

MEDICAL TECHNOLOGIST

Part Time day shift and Per Diem positions available. Must be MT (ASCP) or MLT (ASCP) or Registry eligible. Must be able to work rotation of shifts, weekends and holidays. Competitive pay and benefits.

Please send resume to:
Human Resources Dept
Tyler Memorial Hospital
880 SR 6W Tunkhannock, PA 18657
Fax: 570-836-0393
EOE

PROJECT ACCOUNTANT

Project Accountant responsible for directing and overseeing accounting, financial and administrative activities on a multi-million dollar construction project. Responsibilities to include:

- Analyze project financial progress and cost forecasting
- Analyze labor productivity factors on a weekly basis
- Maintain internal report requirements
- Direct project administrative staff
- Accounts Payable, Payroll

Please fax resume to 570-740-7087 or email: mike.ryan@trucon.com
EOE and Drug-Free Workplace

FOOD SERVICE WORKERS

Metz & Associates food service at Wilkes University is looking for full and part time food service workers including dishwashers, servers, cooks, cashiers, and utility workers. Excellent salary and benefit package available. All shifts available. Apply today!!

Applications will be accepted
M-F 9am-11am and 1pm-3pm in Student Union Bldg .3rd floor 84 W. South St.



Metz & Associates Ltd.

ADMINISTRATIVE ASSISTANT

Must be professional, reliable, organized, attentive to detail, work well with others, and assume responsibilities easily. Required skills include typing, filing, answering phones, and experience with Microsoft Office. Competitive starting salary plus comprehensive benefits package. Send resume to:

BOX 2763
TIMES LEADER
15 North Main Street
Wilkes-Barre, PA 18711

FULL TIME CUSTOMER SERVICE POSITIONS

The First National Bank of Berwick is accepting applications for full time positions in the teller and new accounts areas at their Hanover Township Office. Saturday hours required on a rotational basis. We offer a competitive wage and excellent benefit package. If you enjoy working with the public; have cash handling experience, possess good math skills and the ability to operate various office machines, please send resume or apply in person to:

The First National Bank of Berwick,
111 West Front Street, Berwick, PA. 18603.
EOE/M/F/V/D

SPRING AHEAD

Into A Healthcare Career

HCR ManorCare is offering a paid 13 day training class for Nursing Assistants beginning March 28, 2001. Positions available after completion of the class are:

Full and Part Time, 7-3, 3-11, and 11-7

If you are interested, please apply in person, 9 AM - 4:30 PM, Monday - Friday.

HCR-MANORCARE / KINGSTON
200 Second Ave., Kingston, PA 18704
Fax: 570-283-0979
EOE

LICENSED PRACTICAL NURSE/CERTIFIED OR TECHS PERIOPERATIVE SERVICES

Moses Taylor Hospital is seeking full time LPN's and Certified OR Techs for the 2:30pm-11:00pm shift in our Operating Room. At least 1 year Medical/Surgical experience and 1 year Operating Room experience required. Valid PA license for LPN positions. OR Techs must be certified. Current CPR certification required.

We offer a competitive starting salary as well as a comprehensive, flexible benefits package. On-site childcare facilities are also available. Reply to:

MOSES TAYLOR HOSPITAL
HUMAN RESOURCES
700 QUINCY AVE.
SCRANTON, PA. 18510
(570) 340-2027 (570) 340-2742 FAX
KarenT@MTH.org

EOE M/F/V/H

ACCOUNT COLLECTIONS MANAGER

Robert M. Sides Family Music Center, the premier retail music store in Williamsport, Wilkes-Barre, & State College, has a Full-Time Account Collections Manager position open in our Williamsport store. The applicant must be an organized individual that has good communication skills, data entry and filing experience, accurate with numbers, and the ability to use various office equipment. Only those interested in helping us make Robert M. Sides Family Music Center famous for customer service need apply. Competitive benefits package -and employee discount program. Please stop in our store at 201 Mulberry Street, Williamsport or call (570) 326-2094 for an application.

HVAC MECHANICS AND INSTALLERS

Needed Immediately. Residential & Light Commercial Refrigerant Certification Needed Pneumatic Experience a PLUS Paid Holiday, Vacation, Health Benefits, IRA program. Send resume or letter to:

Manager
PO Box 741,
Pittston, PA 18640

MECHANICS ASSISTANT

For tire & brake service, misc. preventative maintenance. Medical, vacation, holidays, 401(k).
Apply in person @

Louis Cohen & Son
9 Fellows Ave. Hanover Twp.
We are a drug free work place.

ACCOUNTANT

Snyder & Clemente a large local certified public accounting firm seeks an experience CPA or CPA candidate. The candidate should possess a minimum of 1 year public accounting experience. An individual with experience in accounting software system applications preferred. Salary commensurate with experience.

Please send resume to:

Snyder & Clemente
575 Pierce St.
Suite 400
Kingston, Pa 18704

RESTAURANT HELP

Grotto pizza at the Wyoming Valley Mall needs an enthusiastic server for are weekday lunch pizza buffet. Limited day time hours. Perfect for earning extra \$\$ while the kids are at school or between classes. Apply in person at:

Grotto Pizza
Wyoming Valley Mall

BUYER

Energy Convertors, Inc., has an exciting career opportunity for a motivated and organized person to become a member of our Purchasing Team. Three years of buying experience is necessary, along with excellent PC and communication skills. We offer a pay rate of \$12.70 per hour and a comprehensive benefits package including Health Insurance and a 401(k) plan.

Send resumes to:

Energy Convertors, Inc.
P.O. Box A
Dallas, PA 18612
Attention: Human Resources Department

We'll Pay You To Hang Out With The Best Crowd In Town

Experienced restaurant professionals come to T.G.I. Friday's for the same reasons as diners world-wide-great food and drink in a fun atmosphere. But our managers enjoy a special dessert:

- Excellent benefits
- Plenty of growth & career opportunity
- Fun, team oriented environment
- The supper of a billion-dollar, global hospitality firm
- Experienced Servers → Waiters/Waitresses
- Experienced Line Cooks → Hosts/Hostesses
- Expeditors

Join us and get going on a tasty career. For consideration apply in person: 880 Kidder St., 9am-6pm.



In here, it's always Friday

We ensure equal opportunity for everyone!

GOLF PRO SHOP SALESPERSON

April - October

Computer skills and retail experience in women's wear preferred. Apply in person or fax resume to:
Glenmaura National Golf Club
100 Glenmaura National Blvd.
Moosic, PA 18507
Fax: 570-207-1085

RESIDENTIAL ADVISOR ON-CALL

Red Rock Job Corps

Center (RRJCC) is accepting applications for on-call Residential Advisors, to work on-call an needed. Applicants must possess a high school with one year experience working with youth between the ages of 16-24 in counseling, social work, rehabilitation or vocational guidance field. Please mail resume to:

Management & Training Corporation
RRJCC/Human Resources
P.O. Box 218
Lopez, PA, 18628
or fax same to 570-477-3091
You may also e-mail your resume to us at
legoc@jcdc.jobcorps.org.
EOE M/F/V/D

OPTICIAN

Experience, helpful. Will train. Excellent pay & benefits

Call 570-821-5513
Tues. thru Sat. 10 to 7.