Legals & Public Services 100

LEGAL NOTICE

The Kingston Township Zoning hearing Board will conduct the public hearing originally scheduled for March 5, 2001 on March 12, 2001 at 8pm in the Kingston Township municipal building, 180 East center Street, Shavertown, PA 18708.
Physically challenged individuals in need of special assistance to attend public meetings may contact the Kingston township Municipal office at 696-3809, in advance of the meeting, to make special arrangements.
For the Kingston Township Zoning Hearing Board
Benjamin W. Gorey
Zoning Officer

LEGAL NOTICE

The Kingston Township Planning Commission will conduct the meeting originally scheduled for March 6, 2001 on March 8, 2001 at 8pm in the Kingston Township Municipal Building, 180 East Center Street, Shavertown, PA 18708
Physically challenged individuals in need of special assistance to attend public meeting may contact the Kingston Township Municipal office at 696-3809, in advance of the meeting, to make special arrangements.
For The Kingston Township Planning Commission
Benjamin W. Gorey
Zoning Officer

NOTICE
Notice is hereby given that Letters Testamentary have been granted in the Estate of Ann E. Riemensnyder late of 297 N Washington St. Wilkes Barre city, Luzerne County, Pennsylvania(Died February 10,2001). All persons indebted to said Estate are required to make payment and all those having claims or demands against said estate are required to present the same without delay to the Executor, Arthur Lasher, Jr. 1431 Hardy Street, Levittown, Pa 19057-0729 or to his Attorney, George L Fenner, Jr. 171 S Franklin Street, Wilkes Barre, PA 18702

NOTICE
Notice is hereby given that Letters Testamentary have been granted to James Tyler Ayrc, Executor, in the Estate of Wilma A. Elston, a/k/a Wilma C. Elston, (who died February 21,2001), late of Dallas Township, Luzerne County, Pennsylvania. All persons indebted to said Estate are required to make payments and those having claims or demands to present the same without delay to Executor or his attorney James P. Harris, Jr., Esq., at 11 W. Market St., Suite 700. Wilkes Barre, pa 18701-1991.

Instructions & Training 210

FREE WALLPAPER CLINIC

March 1, 2001
from 7 to 9 pm.
Sherwin-Williams Paint
334 Pierce St.
Kingston, PA 288-4538 for reservations.

TUDOR AVAILABLE

I will tudor in my home or yours. Please call Angelina at 1-888-976-1819 for more info. lv. mess.

Special Notices 240

ATTENTION CRAFTERS WANTED
Towanda Country Club, Wysox, Pa. is holding a juried craft show on November 24th.
Applicants call. Amy Cote
570-265-5977

Weight Loss
NEEDED!
17 People To Lose 20 Or More Pounds In The Next 30 Days
Call 1-877-419-1267

Help Wanted 270

ACCOUNT COLLECTION 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.

ACCOUNTS RECEIVABLE CLERK

Local established growing manufacturing company seeking an accounts receivable clerk with at least 3 years experience including accounts receivable cash application with analytical and PC skills. Salary commensurate with experience. Competitive benefit package with 401(k) plan. Please send or fax resumes in confidence to:
American Silk Mills Corp.
75 Stark Street
Plains, PA 18705
Attn: Chief Accounting Officer
Fax: (570) 822-9226
E.O.E.

ASSISTANT SOFTBALL COACH

The Lake-Lehman School District is seeking candidates for the position of Assistant Varsity Softball Coach. Please submit resume listing coaching experience to
Mr. Robert O. Roberts, Superintendent of Schools, Lake-Lehman School District, PO Box 38, Lehman, PA 18627-0038, EOE.

BRICK LAYER
Full time, experience needed. Start immediately. Ref. required. Call 693-4166

BRYANT'S RV. SHOWCASE

RT. 415, Dallas, PA
RV. SERVICE TECH & LOT PERSON
For general help and washing trailers. Apply in person- no phone calls.

Cafeteria Substitute needed. Dallas School District. Part Time day shift. No weekends or holidays.
Call 674-7244
For more information

Help Wanted 270

ADMINISTRATOR
OUTLOOK POINTE @ KINGSTON

Available now, a great opportunity to manage a residential community for seniors. As Administrator you will be responsible for all facets of management in our Kingston residential community: resident care, budget development & monitoring; personnel recruitment & management; marketing, promotion & sales, community resourcing & networking program development; quality assurance & facility management. QUALIFICATIONS: Management experience in health care or human service environment; ability effectively manage personnel are required, & ability to market. Must be self-starter and be able to work independently. BS or RN with expereince in long-term care required. Licensed Personal Care Administrator preferred. We are a progressive company with a lot of opportunity for a committed manager to develop and advance! Paid health/dental insurance, paid time off, & 401K. TO APPLY: send resume to: C Flint Human Resource Manager, Balanced Care Corporation, 401 Moltke Ave., Scranton, PA 18505. EEO

ADMINISTRATOR
OUTLOOK POINTE at Kingston

Available now, a great opportunity to manage a residential community for seniors. As Administrator you will be responsible for all facets of management in our Kingston residential community: resident care; budget development & monitoring; personnel recruitment & management; marketing, promotion & sales; community resourcing & networking; program development; quality assurance; & facility management.
QUALIFICATIONS: Management experience in health care or human service environment; ability effectively manage personnel are required; & ability to market. Must be self-starter and be able to work independently. BS or RN with experience in long-term care required. Licensed Personal care Administrator preferred. We are a progressive company with a lot of opportunity for a committed manager to develop and advance! Pair health/dental insurance, paid time off, & 401 K. **TO APPLY:** send resume to: C. Flint, Human Resource Manager, Balanced Care Corporation, 401 Moltke Ave., Scranton, PA 18505. EEO.

ANALYST/DATA ADMINISTRATOR

Professional services firm seeks marketing analyst experienced in the use of relational databases, to support the expansion and business application of our Client Relationship Management initiative. Responsibilities include:
- Program tracking, analysis and reporting
- Database and Internet research
- Query/report design and generation
- List maintenance and generation
- Record/file design and maintenance
- Data integrity oversight

You must be a proactive self-starter with strong analytic skills including the ability to identify issues, design a research approach, draw conclusions and communicate results. You will have at least three years database admin and ownership experience, including programs such FoxPro and advanced Access. Your undergraduate degree included marketing, research or other related course work. Experience with direct marketing programs a plus. Please send your resume, key accomplishments and salary history to:

Human Resources Administrator
Parente Randolph, PC
46 Public Square, Suite 400
Wilkes-Barre, PA 18701

ASSISTANT FIELD HOCKEY COACH AND ASSISTANT WOMEN'S SOCCER COACH

RESPONSIBILITIES:

Assist Head Coaches in organizing, developing and coaching all aspects of the women's varsity field hockey program. Actual competitive season is from September 1 through November 10. Responsibilities will include pre-season conditioning, recruiting administrative duties and related activities.

QUALIFICATIONS:
1-3 years of successful coaching experience. Bachelors Degree, demonstrated capability in motivating student-athletes athletically and academically, and knowledge of NCAA rules preferred. High ethical standards, strong commitment to excellence, and organizational skills required.

SALARY: Commensurate with qualifications.

Application Deadline: Applications being accepted now for the 2001/2002 season.

For additional details please contact:

Dr. Mary Jo Gunning
Director of Athletics and Recreation
570-961-4726

Marywood University
2300 Adams Avenue
Scranton, A 18509

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

CAREGIVERS

Immediate need of loving caring CAREGIVER/CNA. 2:00p.m. to 8p.m., 3 days per week. $9.75/hr. Other shifts avail. Call SPECIAL CARE (570) 714-4433

CARPENTERS & CARPENTER'S HELPER
Exp. preferred. Valid PA Driver's lic. Pay commensurate with exp. 639-1462

CHILDCARE
FT/PT positions. Competitive wage. Well established prog. Benefits for F/T. Call 829-2446. EOE

Help Wanted 270

CLEANERS: Nights, no weekends.
Call 820-7066.

CLERICAL/BOOKKEEPING

Individual needed for record keeping, typing and some tax knowledge. 5 days / week. Stan Urbanski Homes, 379 S. Main St., Wilkes-Barre. 18702

CLERICAL POSITIONS

Full time
Liberty Business Information Inc. (LBI) is looking to fill several full time clerical positions in its Wilkes-Barre QC department. Candidates will be required to physically and accurately proof, sort, and hand count forms produced in our telemarketing depts.

LBI offers $8.50/hr to start, paid holidays, paid vacation and medical benefits. To arrange for an interview call the LBI human resources department. 1-800-339-9043

★CNA's★ ★HHA's★

Flexible Hours
Full & Part Time
all shifts (11 to 7 a plus) available for experienced & dependable persons
Luz/Lack. Wyo. Ctys
♦ Competitive salary,
♦ Rewarding 1:1 client ratio
Call (570)602-8734
or fax (570)602-8736
Northeast Private Duty Nursing Services

COMMUNITY HOME STAFF

Step- By-Step is looking for full and part time staff (some day shifts available) to work with Luzerne County. Hours will vary. Excellent Benefit Package.
Contact Colleen at 829-3477

COMMUNITY PROGRAM
"Share Your Home Share Your Heart"

PA MENTOR needs stable homes to provide care & commitment to emotionally/mentally challenged children & adults. We offer initial/on-going education, 24 hour support and a generous compensation.
CALL 1-800-825-7014 extension 203.

COOK
Full time
Full benefit pkg. Every other weekend. Call 655-6957

CORRESPONDENTS
Did you know Luzerne County has 76 municipalities, 11 school districts and countess other authorities and boards? The Times Leader needs help covering them. Are you enthusiastic, trustworthy, aggressive and willing to learn? Are you looking to earn some valuable newspaper experience? If so, the Times Leader is looking for several correspondents to cover various municipal and school board meetings throughout the area on an as needed basis. If you're interested, send resume to:

Joe Healey, Night Editor
TIMES♦LEADER
15 North Main Street
Wilkes-Barre, PA 18711-0250

COSMETIC SALES

Looking for a F/T Elizabeth Arden Advisor. Experienced preferred but willing to train the right motivated sales oriented individual with interest in selling and demonstrating. Hour rate + commission. Flexible hours inc. nights and weekends. Benefits included.
Apply:
Boscove's
15 S. Main St.
4th Floor
Human Resources
Wilkes-Barre, Pa. 18702
EOE

★★★★★
COST ESTIMATOR / PROCESS ENG.

Belrick Corp. seeking qualified personnel for the following position:
- **Cost Estimator / Process Eng.**
- **Applicant to be well versed in Blueprint reading, & Machining practices.**

Firm offers sponsored retirement, health, dental, & vacation benefits. Apply in person. Berlick Corp., R. 1109 Main ST., Swoyersville, PA 18704-1329; PH# 288-9000. Belrick is an E.O.E.
★★★★★

Customer Service Representatives

The Times Leader is looking for Customer Service Representatives to do outbound calling, to ensure our customers satisfaction, and data entry from our center city office. Part time position with flexible days and hours. Evening shifts.
Tom Schmidt
Call (570) 970-7430

Customer Service Representatives

The Times Leader is looking for Customer Service Representatives to do outbound calling, to ensure our customers satisfaction, and data entry from our center city office. Part time position with flexible days and hours. Evening shifts.
Tom Schmidt
Call (570) 970-7430

DATA ENTRY CLERK

Temp opening for a Full time clerk to transfer existing data into a new system. Hrs. flexible.
Apply in person or Send Resume to:
Harvey Metal Products
22 Ruddle St.
Wilkes-Barre, Pa. 18701

DEMONSTRATOR

Princess House, housewives, students, etc. PT flex. hrs. great pay. Free kit to first 5 callers. Call 696-1351

DENTAL ASSISTANT

Full time. No eves. Benefits & salary based on exp. Call 288-3855

Help Wanted 270

DENTAL HYGIENIST

Position at practice in Wilkes-Barre area. Excellent salary, retirement benefits. 825-2247

DESK ASSISTANT

Children's Department, part time, evenings & Saturdays. Library experience a plus, but not necessary. Contact
Hoyt Library
Maryann Hovan
287-2013 ext.6

DIRECTOR RECREATION CENTER

Dallas borough is searching for Director to supervise staff of five in a nine week summer recreation program. The program is expected to begin June 11,2001 ending August 10,2001. The successful candidate must possess good organizational skills, a willingness to work with local youth 6-16 years of age and must be familiar with basic first aide. The successful applicant must commit to the programs entire nine-week schedule. Interested applicants should apply at the Borough Building 25 Main Street, Dallas, PA

DISPATCHER-CONSTRUCTION COMPANY

Locust ridge Quarry seeks Dispatcher for Construction Company. Duties include scheduling & coordinating. Qualified applicants will possess construction background or previous dispatching experience. Good communication skills, computer literacy and ability to handle multiple tasks are needed. Must be familiar with DOT policies. Full-time position, salary based on experience, paid holidays, vacation, dental & medical insurance, 401(k) and more. EOE
Send resume to :
Human Resources,
Locust Ridge Quarry,
HC 88 282
Pocono Lake, PA 18347

DISTRIBUTION ADMINISTRATOR

to $55,000. Fee Paid. Degree +5+ years experience in a pick/pack distribution environment. Must have the following: Quality Assurance background-experience in measurements of outcome, cost savings etc. must have multi-task management background. Excellent Pc skills. Must have operations management background. Full benefits. Nancy Jackson 655-2322
Nancy Jackson Inc.
T/A
STAFF MAKERS
employment agency
343 N. Washington Ave. Scr.

DRIVER

$9/hr. Full Time Tues. through Sat. Raise after training, valid drivers license & heavy lifting required.
Paid vacation, paid sick days & paid holidays
Community Family Service
102 Martz Manor
Plymouth 779-4570

DRIVER

$9/hr. Full Time Tues. through Sat. Raise after training, valid drivers license & heavy lifting required.
- Paid vacation,
- Paid sick days
- Paid holidays

Community Family Service
102 Martz Manor
Plymouth 779-4570

DRIVER
IMMEDIATE OPENING
CDL Licensed Driver / Yardman

Lumber Yard Experience Preferred. Competitive Wages & Benefits. Send qualifications to:
BOX 2749
TIMES♦LEADER
15 North Main Street
Wilkes-Barre, PA 18711

Driver
Keystone Coca-Cola
1 Soft Drink
Bottler/Distributor
Job Openings

Transport Driver-Bulk Delivery of Coca-Cola products by tractor trailer. CDL 'A' License required with proven 1-2 years over the road driving experience.

Warehouse Loader-General laborer duties including hand picking orders using pallet jacks and forklifts. 7pm- 3:30am workshift, includes additional night work shift differential.

We offer an excellent pay/benefit package which includes dental and a 401-K plan. Interested applicants can apply at their local Pa. State Employment Office.

AA/EEO Employer

DRIVERS

Class A & B , Must be reliable. Must be flexible with work hours,. No weekends. Competitive salary & benefits available. Call Steve at Dove Industries at826-0870 between 8am & Non. Monday – Friday.

DRIVERS OTR Star Transport Inc. has an exciting new pay package. Exp'd drivers can start up to 34¢ per mile, full company benefits, exc. home time, great miles. Must have class A CDL & be able to pass DOT physical & drug screen. Training available 800-548-6082 ext 805 800-974-4262 /888-877-9348 www.startransport.com

ELECTRICIANS

Immediate opening for experienced individual to work as Journeyman Electrician (M/F) or helper. Must be willing to travel within the State of Pa. Salary commensurate with experience. Benefit package available. Send resume to:
BOX 2760
TIMES♦LEADER
15 North Main Street
Wilkes-Barre, PA 18711-0250

EXPERIENCE RECEPTIONIST

for busy multifaceted animal care facility. Organizational skills a must. Must enjoy working with the public and their pets.
Send resume to:
BOX 2764
TIMES♦LEADER
15 NORTH MAIN STREET
WILKES-BARRE, PA 18711-0250

Help Wanted 270

FLORAL DESIGNERS
Exp., part time for full service shop in Old Forge. 457-7777 ask for Chris.

FOOD PRODUCTION SUPERVISOR

A rapidly growing area food processor is seeking a production supervisor.

Applicants;
- Must be able to supervise 30+ people
- Should have food production line experience
- Should have understanding of HACCP, SSOP and GMPS
- 1st and 2nd shifts needed

We offer:
- Competitive salary
- Medical Insurance after 90 days
- Vacation pay
- Paid holidays

Fax resume to:
Nardone Bros. Bakery
570-208-0447

FRONT DESK CLERK
Full/Part Time. No experience necessary. Benefits.
Days Inn
760 Kidder ST.
W-B, PA 18702

GROUNDS KEEPER

Full time, exp. with commercial lawn equipment and pruning of shrubs and trees. Apply in person only:
Green Acres Apts.
Church ST. Kingston

GUIDE RAIL INSTALLERS

Experienced. Foreperson position also available.
Call 717-865-2713.

HAIRDRESSER * NAIL TECH HAIRDRESSER'S ASSISTANT

Exp. preferred. 25-30 hrs/week. Call 822-4160.

✂ HAIRSTYLIST ✂

Licensed willing to learn men's hair replacement. Tosi's Hair Replacement Clinic, 133 Slocum Ave. Exeter. Call for interview 693-3276

HUMAN RESOURCE /PAYROLL ASSISTANT

Seeking mature, motivated individual for full time position. High school diploma or equivalent required. Associate or Bachelor degree in human resources/business related field preferred. One year experience as a payroll specialist utilizing computerized system required. ADP (Windows based) payroll a plus. One year experience in human resources preferred.

Excellent salary and benefit package which includes family health insurance, dental vision, paid leave time, retirement, AD & D LTD Life 401K, EAP.

Submit resume with cover letter by Friday March 9, 2001 to:
NO PHONE CALLS PLEASE
American Red Cross Northeastern Pennsylvania Region
29 New Commerce Blvd.
Wilkes-Barre, PA 18703-0420
Attn: HR Department
EOE M/F/D/V

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

INFORMATION TECHNOLOGY POSITIONS

Fee Paid SYSTEMS ENGINEERS to $50,000
Voice & data infrastructure includes network security, firewall, intranet/extranet applications BS degree +3 years experience develop, support and implement systems on the Wed. TCP/IP, VISUAL BASIC, VB SCRIPT, JAVA, SQL, DATABASE, Design, Com/Dcom + and XML. In depth knowledge of CISCO networking appliances SENIOR SYSTEMS ENGINEER to $65,000. Degree + 3 + years experience VISUAL BASIC, VB SCRIPT, JAVA SCRIPT, SQL, HTML, Visual InterDev. MANAGER NT SERVICES to $85,000. Degree + 6+ years experience Microsoft related and Network Technologies. 2+ years Management experience Networking including TCP/IP, DHCP, DNS, WINS, NT/2000 Domain principles, Internet Domain principles., Backup/recovery, storage management, System management and alerting, host integration (open VMS/ALPHA & AS/400)
Nancy Jackson 655-2322
Nancy Jackson Inc.
T/A
STAFF MAKERS
employment agency
343 N. Washington Ave. Scr.

INSIDE SALES PERSON

Need a self motivated & highly organized individual to join our Sales Team. We sell/service truck bodies & related equipment to truck dealers, fleets & end users. Must be efficient on computers & handle incoming & outgoing calls to customers. Experience helpful but will train the right individual. Competitive salary and excellent benefits.

Send resume to:
BOX 2769
Times♦Leader
15 North Main Street
Wilkes-Barre, PA 18711

LABORER

Full time, prepping apartments, painting & light maintenance. Plumbing experience a must. Apply in person only:
Green Acres Apts.
Church St. Kingston

NOW HIRING

HOUSEKEEPERS
1st shift
DESK CLERK
2nd & 3rd shift
Competitive starting salary
Benefits avail. after 90 days
Advancement opptys.
Apply within
Red Roof Inn
Rt 315 Wilkes-Barre

Help Wanted 270

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

LIFEGUARDS

Full & part time positions available. Must have CPR, First Aid & Lifeguard Certification. Must be responsible and have own transportation. Respond to:
Valley Tennis and Swim Club, Inc.
Jack Monick
9 Vanhorn St.
Wilkes-Barre, PA 18702
262-1365

LOAN UNDERWRITING/ PROCESSOR/CUSTOMER SERVICE REPRESENTATIVE

Busy Financial Services Office is currently seeking Loan underwriter/ processor & customer service representative to assist our office in the daily operations of our business. Duties include but are not limited to underwriting, processing and customer service skills. There is no a sales or travel required.

The successful candidate must have a proven track record in the underwriting and processing of mortgage loans in the Banking or Broker business. Experience in Home Improvement Financing is a plus. Customer service representative must be highly organized, personable and a true team player. Generous Salary, Complete Health Insurance Plan, Life Insurance Plan, 401K Plan, Five day work week, Paid holiday/sick/personal/vacation time. Please forward your resume to:
HR Director
First Liberty Financial Services
400 Keystone
Industrial Park
Dunmore, PA 18512
FAX: 888-608-5284
Phone: 570-343-4096 ext. 146

LOCAL ACCOUNT MANAGER

Keystone Coca-Cola the undisputed leader in the soft drink industry has several immediate openings in its Pittston Branch for Local Account Managers. We are seeking highly motivated and energetic individuals for the sale and merchandising of our Coca-Cola product line. The successful candidate should have previous sales experience. We offer a competitive salary and incentive program, as well as an excellent benefit package which includes dental and a 401(k) program. Qualified candidates should submit their resume to:
Keystone Coca-Cola Bottling Corp.
300 Oak Street
Pittston, Pa. 18640
Attn: Human Resources
Fax: (570) 655-2634
AA/EEO Employer

MEDICAL SECRETARY / RECEPTIONIST

Busy surgical practice has immediate opening for part time (30hr/wk) with full-time potential for the right person. Experience preferred w knowledge of computer, patient reception and basic office skills. No weekends. Competitive salary & Excellent Benefits.
Send resume & salary requirements to
PO Box 1463
Kingston, Pa. 18704

MEMBERSHIP DEVELOPMENT

FT, salaried position. Recruit, develop manage volunteers. Excellent Communications, flex schedule, W-B office with local travel. E.O.E. Resumes to Girl Scouts, Attn: **Joan, 10 S. Sherman St., W-B, PA 18702 or fax 570-829-6949**

NURSERY ATTENDANT

Shavertown UM Church
163 N. Pioneer Avenue
Sunday 8:30am-12
$20/week
First Aid or babysitting course preferred
Call 675-3616

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

OFFICE/CLERICAL

F/T office ass't/receptionist needed for medical sales practice in Wilkes-Barre. Light computer, incoming and outgoing calls, sales assistance. Excellent salary, comm., and benefits. Call office manager at (800) 830-5101 or fax resume to (717) 901-9399

OFFICE

- **Receptionist**
- **Production Clerk**
- **Accounting Clerk**

All candidates must have prior office experience. Microsoft Word and/or Excel a plus.

TNT Staffing Services
355 South Main St.
Wilkes-Barre, PA 18702
PHONE -822-6151
Fax: 822-6168
Email: tntweb@epix.net

OPERATOR/RECEPTIONIST

Full time. Mon. thru Fri., 8 AM. - 4:30 P.M. To apply, call Patty P. at 825-3435.

Help Wanted 270

OPERATOR-RUBBER TIRE LOADER

Haines & Kibblehouse, Inc. is currently looking for experienced operators to run rubber tire loader at the following locations: Locust Ridge Quarry in Pocono Lake, Dunmore Materials in Dunmore and Pikes Creek Asphalt in Hunlock Creek. Full-time position, salary based on experience, paid holidays, vacation, dental & medical insurance, 401(k) and more. EOE

Apply in person at any of the locations.

OPERATORS (Production)

CCL Container is a leading manufacturer of collapsible plastic tubes. We are currently seeking production line Operators 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 set-up and maintain production equipment. A background in printing or plastics is 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 Lasley Ave.
Wilkes-Barre, Pa. 18706
Attention: JAMES VALERI

OPTICIAN

Experience, helpful. Will train. Excellent pay & benefits Call 570-821-5513 Tues. thru Sat. 10 to 7.

OPTOMETRIST

Full time/Part time opening throughout Northeast PA. $350 a day guaranteed. For more information call – 1-888-812-4541

PAINTING

Int./ext. Min 5 yrs. exp. Starting at $10/hr. own trans, Call 474-5538

PERSONAL CARE WORKERS

No certification needed. Will train the right people. Nice relaxed atmosphere. No heavy lifting. All shifts. Apply in person.
Orangeville Manor
Mill Street
Orangeville, Pa. 17859
or call for more information 570-683-5951

PIANIST

290-Member church seeks pianist. Play hymns, accompany choir. Sunday worship & rehearsals. Call Pocono Lake United Methodist Church, 570-646-2650 * M/F EOE

PORTER

Martz Trailways seeks a dependable full-time Porter to float between the Wilkes-Barre and Scranton terminals. Successful candidate must:

- Be available to work flexible hours including weekend and holiday shifts.
- Have ability to load and unload luggage and freight
- Haven proven ability to work well with customers.

We offer a competitive starting rate of $8.20/hr. and an excellent benefits package including health insurance, life insurance, short-term disability, and retirement plan.

Interested candidates should call 570-821-3821 for additional information.

An Equal Opportunity Employer
M/F/H/V

PRIVATE DUTY AIDES

Private duty aides in the Back Mountain area and surrounding areas. FT and Pt Hours.
Call 288-3833

PRODUCTION LINE WORKER

Local manufacturer hiring 2nd and 3rd shift temporary workers at $8.50 per hour plus shift differential. Lifting, daily overtime, and Saturdays required. Candidates must submit to frug screening. Opportunity for long term employment. Applications accepted at Luzerne County Career Link (formerly Wyoming Valley Job Center) Job #WEB 153723

PRODUCTION SUPERVISOR
2nd Shift

Production Supervisor with successful experience managing and motivating production team needed by local manufacturer. Must be a take-charge person capable of problem solving and process improvement in a quality conscious environment. Excellent opportunity for the right person, degree preferred but track record of success may substitute. This is a second shift position. We offer an excellent salary and benefits including profit sharing, 401K plan and full medical./dental programs.
Send resume to:
BOX 2758
Times♦Leader
15 North Main Street
Wilkes-Barre, PA 18711

PROFESSIONAL DRIVER

for local expanding transportation service. Extremely lucrative income potential. F/T & P/T available.
Call 823-5233.

PTA

Temp full time position avail in outpatient medical rehab clinic to cover maternity leave. Position open Mid April,. must have valid professional license in Pa.
Send resume to:
BOX 2771
Times♦Leader
15 North Main Street
Wilkes-Barre, PA 18711

RADIO SHACK

You've got questions
We've got answers
Full & Part Time
Sales Associates

Benefits for eligible employees:
- Group Medical, Dental and Vision Insurance
- Personal Pay
- Paid Vacation and Holidays
- Tuition Reimbursement
- Stock Purchase Program
- 401(k)

For details, call or apply:
Barry (570) 822-1683
Dan (570) 287-6134
Wyoming Valley Mall
eoe/aa

Help Wanted 270

PROFESSIONAL
ADOLESCENT TOBACCO CESSATION PROGRAM

Coordinator and Consultants Nationally recognized treatment facility for chemical dependency is looking for a highly motivated, polished professional individual to be responsible for the development and management skills and organizational skills. Experience in education, substance abuse and prevention necessary as well as experienced in group facilitation for adolescents. Bachelors degree in education or human services field and necessary child abuse and criminal history clearances required. Some travel required. Competitive salary and benefit package.

Tobacco cessation consultants will facilitate programs in schools. Candidates should have prior experience working with adolescents in an educational setting. Should also have prior experience and knowledge of substance abuse as well as experience in facilitating groups with adolescents. Bachelor's degree in education or human services field necessary as well as criminal history and child abuse clearances.

Send resume w/cover letter to:

CARON FOUNDATION
Attn:
Human Resources
Galen Hall Road
Dept. SAP
Wernersville, PA 19565
or fax to:
610-678-5704
CARON FOUNDATION
E.O.E.
Caron is an employee non-smoking environment

PURCHASING AGENT

Seeking an individual to assist our purchasing department. Individual must be a self-starter with excellent organizational and analytical skills and accounting skills. Must be proficient in Microsoft office Word and Excel. Ideal candidate should have excellent telephone and written communication skills. Foodservice experience helpful but not required. This full time position comes with an excellent salary and benefit package. Interested candidates, please send resume with salary requirements to:
Metz & Associates
Two Woodland Drive
Dallas, PA. 18612
Attn: Human Resources

QUALITY INSPECTOR

CCL Container, a premier manufacturer of collapsible plastic tubes, is seeking Line Quality Inspectors for our plastic tube plant in Wilkes-Barre, Pa. the qualified candidate needs to have basic math skills and have 1 to 3 years of line inspection experience in manufacturing. In addition to a challenging opportunity, we offer competitive wages and an excellent benefits package. All interested candidates may send resumes to:
CCL CONTAINER-
Plastic Division
1 Lasley Avenue
Wilkes-Barre, PA. 18706
Attention: James Valeri
E-Mail:
jvalcri@cclcontainer.com

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 posses a valid PA drivers license. The op[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

REHAB NURSE

Temp part time RN needed to cover maternity leave. Duties include patient care, patient education, and administrative responsibilities. Position open mid April.
Send resume to:
BOX 2770
Times♦Leader
15 North Main Street
Wilkes-Barre, PA 18711

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

Restaurant
DAY SHIFT FOOD SERVERS

Now hiring.
Apply in person
2pm-4pm
No exp. necessary. Will train.

Chili's
Wilkes-Barre

Help Wanted 270

RESIDENTIAL WORKERS

Social Services agency has the following FT weekend positions available working in group home settings with mentally challenged individuals:
Forty Fort & Hanover Twp
Fri 3p – 11p, Sat 7a-11p, Sun 7a – 11p
Shavertown Live-in position
Fri 3p-11p, 11p-7a (asleep); Sat 7a-11p, 11p-7a (asleep); Sun 7a-11p
PT positions available in several locations. All positions pay $7.50/hr. for awake hrs. / $5.15/hr. for asleep hours. Complete benefits pkg. for FT positions. Training provided. Must be at least 18 yrs. of age and possess a valid driver's license. Exp. and/or education helpful, but not necessary. Call **The Institute for more info @ 288-9386. E.O.E.**

RESTAURANT/DELI
WAITSTAFF DELI CLERK

Immediate PT & FT positions available flexible hrs include nights & weekends. Benefits included.
Apply:
Boscove's
15 S. Main St.
4th Floor
Human Resources
Wilkes-Barre, Pa. 18702
EOE

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

RN'S LPN'S CNA'S

Ft/Pt per diem you tell us when you can work. We'll work with your schedule. Small home like skilled nursing facility in a quiet setting. Call Sandy or Midge
639-1885
EOE

SALES ASSOCIATE

Publicly traded billion dollar Co. seeking sales associate Potential earnings $3,000 P.T. $12,000 F.T. per month. No exp. necessary. Full training program. 752-7865

SALES/COMMISSION

Want to earn extra money? Keep March 24th - 4pm open. Work as many hours as you like. Call 822-0616 for details

SALES/STOCK HELP

Day & Evenings shift aviailable. Flexible scheduling, competitive wages. Commissions.. Apply in person at:
Service Merchandise
520 Kidder Street
Wilkes Barre, Pa. 18702

SCHEDULING COORDINATOR

Triple A Protection, the area's most respected name in the alarm monitoring industry, is currently seeking candidates for a Scheduling Coordinator. This position is responsible for scheduling service calls for our customers. Job responsibilities include: coordinating and tracking daily service calls with service technicians.

This position requires excellent communication and computer skills, a high level of attention to detail and a sense of urgency when completing daily tasks. Triple A Protection offers a comprehensive benefits package including 401k, medical, dental, tuition reimbursement, and disability and life insurance.

Applicants must undergo a complete background check and drug testing. Qualified candidates should submit resume with cover letter to:

HR Administrator
Triple A Protection
23 Casey Avenue
Wilkes-Barre, PA 18702

Fax: (570) 970-6232
email:
jobs@aaa.vectorsecurity.com

EOE

SECURITY

Large wholesaler has immediate need for full and part time positions. Salary commensurate with experience. Send resume to:
Klein Candy Co.
100 West End Rd.,
Wilkes-Barre,
PA 18702
NO PHONE CALLS PLEASE
E.O.E.

STYLIST

Cappelli Salon/Spa is seeking qualified individuals in the Cosmetology field who possess a valid State Board License & clientele. Excellent compensation.
Please apply in person:
Cappelli Salon Inc.
1188 Wyoming Avenue
Forty Fort, PA.

TRANSITIONAL LIVING PROGRAM WORKER

Full Time. BS in Human Services field is preferred. Experience working with youth making transition to independence required. Duties include direct service. Positions require over night work. We offer a competitive salary and benefits.
SEND OR FAX YOUR RESUME TO:
Volunteers of America
130 East Division Street
Wilkes-Barre, PA 18702
Phone: 570-825-5261
Fax: 570-825-4746

TRANSMISSION INSTALLER

Own tools experienced
Call 824-9287

TRANSMISSION REBUILDER

Experienced on standard and automatics.
Call 824-9287

TRAVEL CONSULTANT

Seeking a full time travel specialist to work in our new expanded location. Tourism/travel degree or previous travel exp. preferred. Great benefits package and incentive
Send letter of interest and resume to
P.O. Box 773
Wilkes-Barre, Pa. 18703
EOE

Help Wanted 270

TRAVEL CONSULTANT

TRAVEL WORLD is looking for a travel agent to add to our professional staff in our Kingston location. We offer Health Insurance, 401K, and Life Insurance in our benefit package. Travel School and or experienced agents please send or fax resume to:
Debra Freas
Travelworld
601 Market St.
Kingston, Pa. 18704
Fax. 288-4693

TRUCK DRIVERS

Needed immediately.