

**RECEPTIONIST**

Busy office seeks full time receptionist to answer phones and other clerical duties. Candidate should have excellent phone skills and personality. Word and Excel knowledge helpful. Excellent benefits including BCBS, profit sharing plan, and Odyssey Fitness Center membership.

Send resume to:  
**BOX 2766 Times\*Leader**  
 15 North Main Street  
 Wilkes-Barre, PA 18711

**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

**Window Fashions & Custom Shutters INSTALLATION PROFESSIONAL**

NEEDED

**MUST HAVE NEAT CLEAN APPEARANCE**

Salary and Benefit Package  
 Experienced **ONLY** Need Apply  
 Must be able to work independently-Be mechanically inclined-Be able to work with hand tools, & follow verbal & written direction.  
 Must possess current valid drivers license & Be insurable.

Please send qualification & requirements to:  
 P.O. Box 2394  
 Wilkes-Barre, Pa 18702

All applications will be treated with full confidentiality.

**HEALTH CLAIMS ANALYST**

**Work for a leader**

TMG Health is looking for talented people to join our Claims Team. The ideal person will have 3-5 years experience in a managed care, medical billing or insurance environment. Must be familiar with medical coding such as CPT, ICD9 and HCPCS. Must possess excellent communication, organizational and keyboard skills. Working knowledge of healthcare regulations and policies is preferred. We offer:

- ◆ Casual working environment
- ◆ Paid health insurance
- ◆ Paid Sick days
- ◆ Paid vacation days
- ◆ 401K packages

Interested persons should submit their resume to the address below:

**TMG HEALTH**

800 JAMES AVE.  
 SCRANTON, PA 18509  
 ATTN: HUMAN RESOURCES  
 Fax: 344-9225 e-mail: hrdept@tmghealth.com

**MACHINE OPERATORS**

Highly motivated, responsible persons wanted for fast paced state of the art production facility.

Apply must possess:

- ◆ Cartoner packaging equipment experience.
- ◆ Wrapping equipment experience

We offer:

- ◆ Competitive salary
- ◆ Medical insurance after 90 days.
- ◆ Vacation pay
- ◆ Paid holidays

Two positions available for both first and second shift. Salary based upon experience. Qualified persons need only apply.

Call for appointment

**Nardone Bros. Bakery**  
 Ask for Diane 823-0141

**QUALITY ASSURANCE MANAGER**

A rapidly growing area food processor is seeking a Quality Assurance Manager for its hands on dynamic second shift operation. Previous food processing experience preferred. Send resume and salary history to:

**Nardone Bros. Bakery,**  
 420 New Commerce Blvd. Wilkes-Barre, PA 18706 or FAX to: 570-208-0447

**DISTRICT MANAGER**

The TIMES ♦ LEADER has a great opportunity in our home delivery operation. We are looking for an aggressive, career-minded individual who is capable of achieving service goals by training and motivating a force of Independent Contractors. This is a great opportunity for a hands on manager who isn't afraid to roll up the sleeves and lead by example. You must be able to excel in fast - paced, multi - task environment. You will gain experience in all aspects of our Circulation Dept. and our newspaper operation. Opportunity for quick advancement.

Compensation package in the \$30,000 range, full benefits incl. 401(k) and weekly car allowance  
 To apply, send resume to:

**Jim O'Rourke**  
 TIMES ♦ LEADER  
 15 North Main Street  
 Wilkes-Barre, PA 18711-0250  
 e-mail: jorourke@leader.net  
 TIMES♦LEADER

**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

**Automotive Sales**

(Experience Preferred, but not Required)

Northeastern PA's largest Pre-Owned operation has immediate openings for the right individuals to join our sales team. Our March goal is to sell over 200 Pre-owned cars, trucks and vans. We offer:

- \* Plenty of floor traffic
- \* We believe the highest commission based pay plan
- \* No house packs for new salespersons based on our Qualified Program
- \* 350 Pre-Owned Inventory
- \* \$1000 signing bonus
- \* Excellent Benefit Plan
- \* 401K Plan
- \* Professional Work Environment

Don't wait...now is your chance to earn a good living! To schedule an interview, call Lou or Kevin at:

MotorWorld

150 MotorWorld Drive  
 Wilkes-Barre, PA 18703  
 1-800-437-8539 \* or 570-821-3717

E.O.E.

**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 as 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

**COURIER**

Geisinger Wyoming Valley medical center currently has a part time, second shift position available for a courier. This position requires driving a truck or van to pick up and deliver materials to various Geisinger facilities in other locations according to assigned schedules, high school diploma or equivalent required, as well as a valid pa driver's license and good driving record, must be able to push, pull and lift up to 70 lbs. Interested applicants should submit an application and/or resume with cover letter indicating position #2001-14 on or before Monday March 5, 2001 to:

**Geisinger Wyoming Valley**  
 Attn: Human Resources  
 1000 East Mountain Drive  
 Wilkes-Barre, PA  
 18711-3462  
 570-826-7519  
 Affirmative Action Employer  
 M/F/D/V

**DRIVERS**

A or B CDL,  
 Must be dependable.  
 Full and part time.  
 Overtime available.  
 Some lifting required.  
 Competitive salary and benefits.

**Absolutely no phone calls!**

**Apply in person:**  
**Nardone Brothers Bakery**  
 123 Hazle Ave. W-B

**CONSTRUCTION WORK**

Helpers needed for the construction of a gas compressor station addition near Benton, Pa. \$9.30 hr 60 hrs per week for 3-5 mo. Must present picture ID & social security card before interviewing.

Must be able to pass drug test call 570-925-5004

**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

**CREDIT/ COLLECTIONS**

Specialty Finance Co. operating nationwide is in need of an individual with a minimum of 6 months in consumer collection and credit underwriting. Responsibilities include contacting delinquent customers by phone to secure payment and verify information submitted by applicants. You must have excellent phone and computer skills. Benefits include Medical, Life & Profit sharing. For immediate consideration please contact Karl Hauser or Andy Roosa at 570-824-2510 or fax Resume in strict confidence to 570-824-3002.

**ARE YOU READY TO "SPRING" INTO A BRAND NEW JOB??**

Join one of the world's largest staffing services this week for **immediate openings** in the fields of customer service, clerical, management, and technical backgrounds. Manpower has temp, temp to hire and direct hire opportunities for several of these open positions, many starting within the next week. We are also searching for individuals with backgrounds in HVAC, plumbing, electric abilities.

Enjoy FREE training, paid holidays, vacation, life/health insurance, 401k and stock purchase options!

Apply at:

**MANPOWER**

695 Kidder Street, Wilkes-Barre  
 or call  
 (570)825-5661 for more info.

**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

**FRONT DESK POSITION**

Part time.  
 Available at a medical office  
 Call ASAP  
 287-4681

**Restaurant**

**DAY SHIFT FOOD SERVERS**

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

**Chil's**  
 Wilkes-Barre

**OPTOMETRIST**

Full time/Part time openings throughout Northeast PA.  
**\$350 a day guaranteed!**  
 For more information call  
**1-888-812-4541**

**DRIVERS**

Wanted Experienced OTR drivers for dedicated carrier operation based in Ringtown, Pa. Taking applications for full-time, year round drivers with good driving records. Must have 2 years experience, be over 25 years old and have a clean driving record. Must be willing to run overnight. Benefits include mileage pay, drop pay, detention pay, health insurance, paid vacation, 401k, after 1 year.

**Rands Trucking, Inc.**  
 Call 1-800-268-3933  
 to set up an interview

**CREW EMPLOYEES**

**ARBY'S ROAST BEEF**  
 Now hiring employees for our restaurants in the Wilkes Barre area. We have full and part time shifts available and offer flexible scheduling. If interested stop in at an Arby's nearest you.

**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

**PLACE AN AD IN THE DALLAS POST**

**BUSINESS OFFICE MANAGER**

The Center for Same Day Surgery in Wilkes-Barre is seeking a Business Office Mgr. for this new facility to open this July. Part B coding, billing & collection exp. a plus. Management exp. necessary.

**WOODRUM/ASD**  
 775-459-0276 FAX  
 MEVWOODRUMASD@AOL.COM

**SALES ENGINEERS FULL TIME**

Instrumentation Engineering, a world leader in Automatic Test Systems Solutions in the Telecommunications Industry, is seeking talented and creative individuals to join our growing Wilkes-Barre, PA team as Sales Engineers. Excellent professional growth opportunity and earnings potential.

Qualified candidates must have excellent communication skills, a strong customer focus and be self-motivated. You will grow existing accounts and aid in developing new accounts by utilizing your combination of technical and sales skills.

BSEE or CS degree 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@le-ate.com.

IE offers an excellent salary 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@le-ate.com.

IE offers an excellent salary/benefit package (EOE M/F/D/V)

**POOL INSTALLERS**

Our business is growing and we would like you to join our team!

**POOL INSTALLERS & FOREPERSON Retail/Sales Person**

Full time positions available in all areas. Must have:

- Valid drivers license
- Neat appearance
- Good communication & people skills
- Punctuality a must
- Pay based on experience

Will train Apply in person  
 M-F 8-4 SAT 9-3 SUN, 11-3

**Valley Pools & Spas**  
 1253 Sans Souci Parkway  
 Wilkes-Barre, PA

★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**

**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