

SAFETY MANAGER-TRUCKING COMPANY

We are looking for a highly motivated and organized individual to join our team. The qualified individual will be responsible for:

- Driver log auditing
- DOT compliance
- Operate the facility in a safe/sane manner
- Adhere to all Federal, State and Local safety regulations
- Operate in the most efficient and cost effective manner
- Support all area of A/P and A/R in an effort of cooperation and teamwork
- Employee personnel files
- Mileage reports for mandatory transportation taxes

This individual must be computer literate a preferred background in the trucking/transportation industry. They must possess a High School diploma. College Education is helpful, and at least 1 year of log auditing experience. Please forward resume along with salary requirements to:

P.O. Box 585,
Tunkhannock, PA 18657
or e-mail: TMWhitford@AOL.COM

MEAT CUTTERS PACKAGING ASSISTANTS

The nation's largest wholesale food distributor has openings for **meat cutters and packaging assistants**. Dayshift hours and Monday - Friday work week. Excellent benefits and competitive pay.

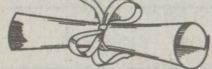
Apply in person to:

U.S. Food Service
13 Rutledge Drive
Pittston, PA 18640

EOE MF/DV

ASST PRINCIPAL

Wyalusing Area School District



The Wyalusing Area School District is seeking a Secondary Assistant Principal - 10-month position. Interested candidates should send a Letter of Interest, PA Standard Application, PA Certification, Resume, Transcripts, and Clearances to:

Michael Mahon, Superintendent
Wyalusing Area School District
115 Main Street, PO Box 157
Wyalusing, PA 18853
before April 6, 2001 E-mail inquiries are welcome at: rams04@epix.net

ADVERTISING ACCOUNT EXEC

Established territory offers existing accounts, great opportunity for growth. Energetic self-starter will receive draw against a generous commission rate, and auto expenses.

If you are ambitious, energetic, project a position attitude and make a professional appearance, this may be the job for you - and it's fun!

Previous sales or customer experience valuable. Must have a reliable car. We are part of the TIMES LEADER COMMUNITY NEWSPAPER GROUP.

Call Ron Barizek
The Dallas Post
675-5211 / Fax: 675-3650
or drop off or mail a resume to:
607 Main Rd, Dallas, PA 18612
EOE

HOUSEKEEPING

Part Time
Apply at:
HCR Manor Care
200 Second Ave.
Kingston, PA 18704

SOCIAL WORKER & SOCIAL WORK ASSOCIATE

The Department of Veterans Affairs Medical Center, Wilkes-Barre, PA is currently recruiting two (2) Full Time Social Workers and one (1) Full Time Social Work Associate.

Applicant packages are available only through the delegated examining unit (DEU), Richmond, Va.

To receive an application package for this announcement, interested applicants should call DEU at 1-800-368-6008 and refer to the particular announcement number.

Social Worker
GS-185-9 Target OR GS-185-11
Salary: \$35,808 - \$56,322 Per Annum
ANNOUNCEMENT # VAR-TM-1-2184
Applications will be accepted until March 21, 2001.

Social Work Associate
GS-187-8
Salary: \$32,419 - \$42,149 Per Annum
ANNOUNCEMENT # VAR-TM-1-2185
Applications will be accepted until March 19, 2001

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

PRODUCTION

H.C.S.C. INDUSTRIAL LAUNDRY
\$250.00 sign on BONUS
Upon successful completion of probation.

1st Shift Sorters
Hours: 4:00am - 1:00pm

2nd Shift Sorters
Hours: 2:30pm - 11:30pm
Starting Rate \$7.15.

1st & 2nd Shift Production Workers
Hours: 6:00am-2:00pm & 4:00pm-12:00am
Starting rate \$6.80
\$.25 Shift differential
Overtime Required.

Excellent Employee Benefit Package. Pre-Placement drug screen required.
Applications accepted Mon-Fri, 8:00am-5:00pm

H.C.S.C. Laundry
(Beside the Armory)
R 310 Market St. Kingston
NO PHONE CALLS PLEASE
e.o.e

CHEF

ARE YOU THE BEST


Working chef needed for a busy year round resort. Full time w/ benefits.

LINE COOKS
BANQUET SEVERS
BARTENDERS

E-mail resume to:
shadowb@epix.net

or call 570-836-2151 ext. 323

HOST/HOESSE FOOD SERVERS



Due to expanding sales currently hiring hostess & server.

Apply in person
20 E. End Center
Wilkes-Barre

MEDICAL BILLING/ ASSOCIATES

Needed for diagnostic radiology facility. Medical billing, terminology, A/R, coding & data entry experience preferred. Respond to:

Wilkes-Barre Imaging
146 Mundy Street
Wilkes-Barre, Pa. 18702
Fax: (570) 820-7905

RESIDENTIAL SALES PROFESSIONAL

Triple A. Protection, the area's largest electronic security & fire detection systems firm is accepting resumes for a **RESIDENTIAL SALES PROFESSIONAL** to service new & existing customers based within our Lackawanna, Luzerne, Wyoming & Susquehanna county sales territory. We offer a protected sales territory, competitive salary plus commissions based compensation plan, complete benefits package including 401K, and a comprehensive training program. Applicants must possess well-developed communications and organizational skills and undergo a complete security background check. Please send a detailed resume to.

HR Administrator
Triple A Protection
23 Case Ave.
Wilkes-Barre, PA 18702
Fax: 570-970-6232
E-mail: jobs@aaa.vectorsecurity.com
EOE

Keystone Coca-Cola Bottling Corporation, has immediate openings for the following positions. All positions require an aggressive and highly motivated person.

LOCAL ACCOUNT MANAGER

Responsible for securing and maintaining fountain accounts, maximize sales of pre mix and post mix syrup rentals of fountain equipment and provide customer service in a specific territory.

SALES REPRESENTATIVE
Youth/Market Schools-Responsible for acquiring new accounts in school systems and youth markets.

MERCHANDISER
Responsible for the planning and executing of resets and related merchandising activities to ensure proper plant placement, displays and shelf space for products.

CUSTOMER SERVICE REPRESENTATIVE
Merchandise product (build displays, distribute point-of-sale material, stack shelves, & rotate product) and service customers in given accounts.

Successful candidates should have previous sales experience. We offer a competitive wage and benefit package which includes a dental & 401(k) plan. Interested candidates should forward their resume to:

Keystone Coca-Cola
Attn: HR
300 Oak St. Pittston, Pa. 18640
Fax: (570) 655-2634
AA/EEO Employer

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

TEACHING OPPORTUNITIES

Available for 2001 & 2002

Wyoming Valley Montessori School

18 Months- 6th grade

Send cover letter & resume to:
Patrice Lynch,
Head of School
WVMS
851 West Market St.
Kingston, Pa. 18704-3344

HORTICULTURIST

Candidates should have experience with annual and perennial plants as well as planning, installation and maintenance of ornamental areas. Must be self motivated and willing to work in a team atmosphere. Year round, full time position. Benefits package.

Please call 570-823-0740.

LINE COOKS/ SOUS CHEF

Full Time Position with Benefits. Experienced in Banquet & Ala Carte Dining. Apply in Person or Mail/Fax Resume:

Glenmaura Nat'l Golf Club
100 Glenmaura Nat'l Blvd.
Moosic, PA 18507
Fax: (570) 343-8131

WAREHOUSE/ DRIVER

Major distributor in turf and horticultural industry has full time opening for material handler with fork lift experience. Dependable, well organized individual needed at our Dallas, PA location. Attention to detail, computer literate; math and ability to work with others will mark the candidates as a serious contender. We offer excellent benefits, group health & life, savings plan and paid time off. Apply at:

Penn State Seed Co.
Route 309
P.O. Box 390
Dallas, Pa. 18612

Engineering

Truth Hardware is the world leader in window, patio door and skylight hardware. Join us and help us take our organization to the next level. Taking a lead role as our Engineering Manager in our Hazleton, Pennsylvania facility can be the quality experience you are looking for.


Engineering Manager

We will depend on you to develop policy guidelines, recommend objectives, communicate procedures, supervise process controls, manage capital projects, oversee employees, coordinate design activities, monitor productivity and provide technical assistance.

To qualify, you will need a Bachelor's Degree in Engineering (or the equivalent) and 3+ years of management experience with 5+ years in an engineering environment. Strategic planning, facilities management and research expertise is essential, as is ISO9000 and process control expertise. An understanding of CAD / CAM usage is a must. Strong communication, leadership, analytical and planning skills are also expected. Knowledge of fenestration is preferred.

Along with the opportunity to help lead our organization into the 21st Century, we offer a competitive salary and benefits package. Send your resume and salary requirements before 3-23-01 to:

Personnel Manager
Truth Hardware - East
500 Jaycee Dr., Valmont Industrial Park
West Hazleton, PA 18201-1186
Fax: 570-459-1973
Equal Opportunity Employer
Recruiters need not apply.


www.truth.com

DRAFTING SUPERVISORS

PMWI has immediate job openings for drafting supervisors. Job duties include supervising detailing of stairways, platforms, miscellaneous and structural metals. Plenty of freedom plus great working environment and very challenging work. Don't pass up this wonderful opportunity with a growing company.

Benefits include

- 401K Plan
- Profit Sharing
- Health Benefits
- Paid Holidays
- Paid Vacation

Please send resume to:
Pleasant Mount Welding, Inc.
ATTN: Drafting Dept.
45 Dundaff Street
Carbondale, PA 18407

RESIDENT SERVICES COORDINATOR

Full-time position in hi-rise apartment complex for senior citizens and disabled residents. Duties include: case management, daily coordination of supportive service activities, and program development. Qualifications: Bachelors in Social Work, Gerontology, or other Social Science. Experience determining and arranging services for the elderly is highly desirable. Competitive salary and benefits. Send resume:

Ms. Judy Boyanowski,
Temple Apartments,
5 Heisz Street,
Edwardsville, PA 18704.
EOE Drug Free Environment.

ACCOUNTING CLERK

Administrative position exists for an individual with general accounting knowledge to provide support to the fiscal division of a moderately sized non-profit firm in Wilkes-Barre.

AS Acct. or equivalent work experience. Knowledge of spreadsheet formulation and database management necessary. Fox Pro a plus. Some clerical responsibilities included with position.

Forward resume/salary history by 3/26/01 to:
Controller
Maternal Family & Health Services
15 Public Square Ste 600
Wilkes-Barre, PA 18701
Fax: 570-823-7042
Email: jobs@mfs.org
eoe m/f/d/v

SOMETHING CHALLENGING

> Can you show others how to practice everyday living skills, such as cooking, cleaning, budgeting?
> Do you have a High School diploma/GED?
> Are you reliable & mature?
> Can you work various shifts throughout the week?

Step-By - Step, Inc. is looking for an individual to work part time in our Tunkhannock Program 16-20 hours per week. Starting salary \$7.82/hr. Call **Judy** at 836-6868.

CLEAN/MAINTENANCE/ PRODUCTION

W-B Co. req. ind. for 2:00pm-11:30pm M-R. General clean/maintenance plus production resp. Equip. maint. abilities a plus. Mail, Ship and Package prep. Hlth, 401K, pd v/h. Reply to: Dept. CMP, POB 7600, W-B PA 18773-7600.

LUZERNE INTERMEDIATE UNIT

Part Time Teaching POSITIONS available
\$23.14/hour

English as Second Language (ESL) for students in our local school districts.

- Bi-lingual experience preferred
- Candidates must be:
 - Proficient in multi-cultural learning strategies;
 - Interested in becoming part of itinerant resource pool

Candidates must hold:

- Proper Pennsylvania Certification;
- Current Pennsylvania State Police Request for Criminal Record Check, Act 34
- Current Pennsylvania Child Abuse History Clearance, Act 151

Send cover letter with resume, listing ESL experience; copy of certificates and 3 references to:

Michael M. Ostrowski
Substitute Executive Director
Luzerne Intermediate Unit 18
368 Tioga Ave. Kingston, PA 18704

Luzerne Intermediate Unit 18 extends equal opportunity to all individuals without discrimination because of race, creed, color, sex, age, national origin or handicap.

JANITORS

Offset Paperback, Dallas PA is seeking to fill three janitor positions on day, afternoon and night shift. Very competitive hourly rate of pay offered plus a comprehensive benefits program including company paid health insurance. Prior custodial experience desired but will train. High school graduate or GED required. We are seeking candidates who are dependable, motivated and willing to learn. If interested, please complete an employment application at the plant in Dallas at 101 Memorial Highway
EOE

MACHINIST

Local manufacturer has a need for additional maintenance department staff for second-shift operations as detailed below:

Candidates must possess a minimum of five years of industrial experience. Responsibilities will include troubleshooting and repair of hydraulic and repair of pneumatic, and mechanical equipment from blueprints, sketches, observation, verbal instruction and/or discussion. Must set up and operate machinist equipment of the trade. Must possess excellent inter-personal skills.

ELECTRICIAN

Candidates must possess a minimum of five years industrial experience. Responsibilities include the troubleshooting and repair of a wide variety of industrial equipment and facility systems. Ability to layout and execute equipment installations is a must. Must possess excellent inter-personal skills. Competitive salary and excellent benefits package.

Send resume to:
BOX 2782
TIMES ♦ LEADER
15 North Main Street
Wilkes-Barre, PA 18711
E.O.E.

FRONT DESK HOUSEKEEPERS HOUSEPERSONS

Come Join Our Team

Full time positions. Competitive starting wage. Special benefit package.

HAMPTON INN
1063 Highway 315 W-B
Next to Woodlands
Across from MotorWorld
Apply in person

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

CALL CENTER OPERATORS

Start At \$9.00 Per Hour
Earn as Much as \$12.00 per hour.

- Automatic Dialing
- No Selling
- Daily spiffs
- Call Today Start today 283-1102
