

### 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](mailto:jobs@aaa.vectorsecurity.com)  
EOE

### PART TIME CUSTODIANS POSITIONS

Luzerne County Community College (LCCC) is seeking applicants for part time custodians for the third shift. (10:30 pm to 6:00 am).

The success candidates for these classified positions will be responsible for keeping college buildings in clean and orderly condition. Minimum qualifications include a High School diploma or equivalent and three (3) years appropriate experience. Applicants should send a letter of application to:

**John T. Sedlak,**  
Director of Human Resources  
Luzerne County Community College  
1333 S. Prospect St.  
Nanticoke, PA 18634-3899  
postmarked no later than  
April 5, 2001.  
No phone inquiries please.

### PART TIME PRE PRESS

The TIMES ♦ LEADER is seeking an individual to fill a part time position in our Pre Press department. Knowledge of Quark XPress a plus but not required. Evenings and Weekends flexible hours.

Send resume to:  
**Jim Black**  
PrePress Manger  
TIMES ♦ LEADER  
15 North Main Street  
Wilkes-Barre, PA 18711-0250  
**829-7244**

### DIRECTOR OF PUBLIC AFFAIRS/ COMMUNITY SERVICES

American Red Cross, Scranton Chapter, has an immediate opening for a Director of Public Affairs and Community Services. This individual must be detail oriented with the ability to work independently in a fast paced environment. Excellent inter-personal skills a must. Responsibilities include Community Public Relations and Volunteer Mgmt. College degree preferred. Send resumes to:

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

Klein Candy is a wholesale distribution company located in Wyoming Valley. Klein has a proud 85-year heritage. We are seeking two IT professionals for our expanding operation.

#### HELP DESK

Technical Support specialist with PC, Query or SQL experience. High professional growth with transition to decision support specialist.

#### SENIOR PROGRAMMER/ ANALYST

A ability to learn and apply latest development technologies. Current environment is RPG/ILE, DB2, AS/400 development tools; Java & Web development. We offer a competitive salary, team environment where you will work on the latest technology, where you are mentored and encouraged to develop to your fullest potential, where your ideas are welcome.

Please send or e-mail resumes to:  
**Dennis Grimes** [kleindg@epix.net](mailto:kleindg@epix.net)  
**Klein Candy Co.**  
100 West End Road Wilkes-Barre, PA 18702

### TUTOR

Position available immediately to assist a student attending Scranton State School for the Deaf. Requirements include h.s. diploma, effective written & oral expression. Experience working with children, some understanding of sign language preferred; willingness to learn/use sign language is expected. Apply at Stroudsburg Area School Dist. Admin. Bldg. or submit a letter of interest & resume to **Mr. Stephen Brodmerkel, Asst. Supt., Stroudsburg Area School Dist., 123 Linden St., Stroudsburg, PA 18360 by 3/30/01.** EOE

### SECURITY

A large community in the Poconos is looking for 2nd & 3rd shifts, full-time & part-time, midweek or weekends, gate & patrol help. Knowledge of patrol operations, radio use, security, and the like needed, but will train; supervisory positions possible. Interested applicants call

**(570) 842-6889**  
during  
**8:00AM & 4:00PM**  
Monday thru Friday.  
Ask for the Chief.

### DELIVERY DRIVERS

We pay our carriers over 2 million dollars a year!

We have opportunities in Luzerne County for you to make full-time money working part-time hours. All you need is a reliable vehicle and a desire to work hard.

#### Our carriers are:

- Professionals • Nurses
- Students • Housewives
- Accountants • Bankers
- Bus Drivers • Insurance Agents
- Waitress/Waiters • Bartenders

You can earn from  
**\$600 to \$1200**

per month, not including tips. Early morning hours, 7 days/week. The following areas are available:

- ♦ Nanticoke
- ♦ Sugar Notch
- ♦ Kingston
- ♦ Edwardsville
- ♦ South Wilkes-Barre
- ♦ Dallas
- ♦ Trucksville/Shavertown
- ♦ Pittston & surrounding areas

Call:  
**829-7206**

### EXECUTIVE SECRETARY

The Business Alliance Inc. a Human Resource Advisory Firm, is seeking a qualified Executive Secretary. Ideal candidate should possess skills in the following areas:

Microsoft Office, Communication, and Customer Service. The person must handle everyday functions of executive offices which will include but not limited to appointment scheduling, report preparation & filing. This position reports to the Chairman of the Board and President, and will also assist the director of operations and legal. The Business Alliance offers a competitive salary, excellent working conditions, and benefit package that includes paid health insurance, disability, paid parking, and 401K. Qualified candidates should send resume to:  
**The Business Alliance, PO Box 128,**  
Wyoming, PA. 18644.  
NO PHONE CALLS PLEASE

### PIZZA BAKER

Join the areas  
#1 Restaurant team -  
Become a  
Grotto Pizza Baker!

Experience preferred but not required. We will train. Flexible hours, competitive compensation & the opportunity for advancement.

Apply in Person at  
**Grotto Pizza at the Wyoming Valley Mall.**

### DRIVER

#### CLASS A CDL

Pikes Creek Site Contractors seeks a Class A CDL driver. Ability to operate equipment a plus. Salary based on experience. Health Ins., Dental Ins., 401K, and more. EOE. Qualified applicants will apply in person at:

**Pikes Creek Site Contractors,**  
Hunlock Creek, PA  
(570) 477-3030

### PROCESSOR

#### FULL TIME

to sort, tag & price assorted used items. Must have knowledge of household goods and brick-a-brack including small appliances. Above minimum wage to start. Good benefit package.

Apply at:  
**739 Sans Souci Parkway Hanover Twp.**  
Ask of Gene.  
No phone calls please.

### PRODUCTION/PAGINATION

The Sunday Dispatch is looking for a full time Production/Pagination person

#### Responsibilities Include:

- Creative Ad Design For Clients
- Production/Pagination of 3 Weekly Newspapers
- Typesetting
- Page Output

#### Minimum Requirements:

Proficiency in Multi-ad Creator, Quark Xpress, and Adobe Acrobat. Prefer media/agency experience.

#### Send resume to:

**Ron Bartzek**  
**Sunday Dispatch**  
109 New Street  
Pittston, PA 18640

### LPN

Day Shift,  
7-3:30 full time  
with benefits.  
Applications will be  
accepted at

**Balanced Care**  
**Kingston**  
702 Third Ave.  
Kingston, Pa. 18704

### PROGRAMMER

Working knowledge of RPG, CL, OCL & PDM: Client access & PC experience helpful. Successful candidate will be detail oriented and possess ability to work independently on projects. Must be able to do various other tasks to ensure system operation flow. Complete benefit package.

Please submit resume with salary requirements in complete confidence to:

**Crystal Soda Water Company**  
425 Franklin Ave.,  
PO Box 406,  
Scranton, Penna. 18501

### COURT RESEARCHER/TITLE

Experience helpful- Paralegal. Full time/benefits/ company vehicle for large title company. Fax resume to:

**Midlantic Group**  
Attn: Jennifer Mierzwa  
570-823-4021

### JANITOR

Full time janitor needed for third shift. 40 hours per week. Normal cleaning duties; some lifting involved. Excellent benefit package. Applications being accepted at:

**KEYSTONE AUTOMOTIVE OPERATIONS**  
44 Tunkhannock Avenue  
Exeter, PA 18643



### DIETARY SERVICE

#### COOK / SUPERVISOR

FOR LONG TERM CARE SETTING. FT/PT position. Must have knowledge of therapeutic diets, texture modification, an overall knowledge of safe food handling practices and the ability to follow standardized recipes. Flexible hours.

LTC experience a plus. Competitive starting rates and great benefits pkg. including a friendly work environment.

Also accepting application for  
PT Dietary Assts.  
Call (570) 825-3488 to schedule an interview,  
or stop by:  
Summit Health Care Center  
50 N. Pennsylvania Ave., W-B, PA  
EOE M/F/D/V DRUG-FREE

### MAINTENANCE

The TIMES♦ LEADER Mechanical Maintenance crew is seeking an individual to fill a full time opening on its staff. Qualified individuals should possess a background in preventive maintenance methods and be able to troubleshoot high-speed production equipment in an environment that runs almost non-stop. Due consideration will be given to those individuals who are familiar with newspaper presses and mailroom equipment. A familiarity with drives and bearings, pneumatics, hydraulics (as it applies to lubrication) and some experience with electronic devices is necessary.

Interested individuals can apply in person at the The TIMES ♦ LEADER Printing and Distribution Facility at 90 East Market St., Wilkes-Barre PA. 18711.

E-mail your resume to:  
[allanf@leader.net](mailto:allanf@leader.net)  
fax to (570) 829-7234.

Attn: Allan Forsyth  
Mechanical Maintenance Manager.  
No phone calls, please.  
Times Leader is an equal opportunity employer committed to diversity in the work place.

### MACHINE OPERATORS

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

#### Applicant 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

### MAINTENANCE

Highly motivated, responsible persons wanted for fast paced production facility.

#### Applicants must possess:

- ♦ Cartoner packaging equipment experience
- ♦ Wrapping equipment experience
- ♦ Mechanical and electrical skills
- ♦ Own tools
- ♦ Systematic work ethics

Shifts available are 5AM to 2PM and 3PM to 11PM.

Salary based upon experience. Qualified people need only apply.

Call for appointment.  
**Ask for Diane 823-0141**

### BOOKKEEPER

The Prominent Apparel Firm of Alperin Inc., in Old Forge, PA is hiring a bookkeeper. Responsible for Accounts Payable & receivable thru Trial Balances and Financial Statement. Payroll, Payroll Tax Returns, General Office Duties, Computer Literate. Great work environment and benefits. Please send resume to:

**The Controller's Dept.**  
P.O. Box 3627  
Scranton, PA-18505  
Fax: 457-6530

### ACCOUNTANT/AR MANAGER

Growing company seeking Accounts Receivable Manager. Should have accounting background with -experience in accounts receivable administration, credit and collections. Will also be responsible for sales tax administration and other accounting tasks. Must be strong in PC applications with excellent communication skills. Competitive salary, excellent company paid benefits. Mail or fax resume with salary history to:

**EAM Corporation**  
Attn: Personnel Manager  
Valmont Industrial Park  
675 Jaycee Drive  
West Hazleton, PA 18201  
Fax: 570-455-2442

### WAREHOUSE OPENINGS

**Keystone Automotive Operations** has a full time openings on second shift from 4:30 p.m. to 1:00 a.m. Good starting salary with 90-day and 1 year increases excellent benefits for full-time employees. Join a fast-growing company and apply at:

**KEYSTONE AUTOMOTIVE OPERATIONS**  
ATTN: Human Resources  
44 Tunkhannock Avenue  
Exeter, PA 18643

### 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](mailto:dalpost@epix.net)