

CLERICAL/RECEPTIONIST

Responsible individual needed for full-time position in a clerical pool. Duties include multi-line switchboard operation, completing correspondence and assembling reports, preparing mailings, typing, proofing and other duties designated by supervisory staff. Must be a team player with good communication and computer skills. Salary \$17,000 With a great benefits package.

Send resume & cover letter to:
Human Resources,
P.O. Box 2004,
Wilkes-Barre, PA 18703
EOE

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

PRODUCTION POSITIONS

Work 3 1/2 Days a Week

Local manufacturing facility is seeking team oriented individuals for our production department. We are a subsidiary of a billion dollar fortune 1000 company that provides a stable work environment

Shifts available are:
 Sun-Tues. 6am-6pm & Wed 6am-12noon
 Sun-Tues. 6pm-6am & Wed 6pm-Midnight
 Wed 12noon-6pm & Thurs.-Sat. 6am-6pm
 Wed Midnight 6am & Thurs-Sat 6pm-6am

Shift Differential Available Day One Benefits Include:
 ♦ Comprehensive family medical, dental, & vision coverage
 ♦ Company contributing 401(k) & profit sharing
 ♦ Paid holidays and vacations
 ♦ Company provided life insurance
 ♦ Retiree medical

Previous Production Experience a Plus

Applications being accepted at:
Mountaintop Manufacturing
1050 Crestwood Drive
Mountaintop, Pa. 18707

PORTABLE AND SUPPRESSION SYSTEM SALES AND SERVICE SALES TECHNICIAN

Scranton, PA

Grinnell Fire Protection, A Tyco Company offers the industries best compensation and benefit package "Including Fleet Vehicle". We seek highly motivated experienced individuals to professionally represent us in this rapidly growing segment of our business. Call today for an appointment.

Contact Kristen
(570) 489-8358

HCR MANORCARE NOW RECRUITING

RN - FT, 11-7, \$16.70 / HR
LPN - FT/PT, 3-11, \$12.55 / HR

Per Diem All Three Shifts
RN - \$20 LPN - \$15
CNA - \$9.75

Comprehensive Benefits Package
 401K, Tuition Assistance Program,
 Paid Holidays and Vacation
 Join a Nursing Team dedicated to the quality of life of the elderly!

If interested, apply in person or send resume to:

HCR - MANORCARE / KINGSTON
ATTN: CINDY BECK, HRD
200 SECOND AVENUE
KINGSTON, PA 18704
 Fax: (570) 282-0979
E.O.E.

GRAPHIC ARTIST

Keystone Automotive Operations, Inc., the world's largest wholesaler/marketer of automatic aftermarket accessories has an opening within our PC-Computer based, in-house advertising department for a graphic artist. Successful candidate should possess a four-year degree, 1-year experience in computer graphic design and layout, a creative flair, and excellent design skills. Proficiency in PageMaker, Corel Draw, and PhotoShop is required. Knowledge of other programs a plus. Portfolio will be necessary at time of interview.

Keystone offers a competitive salary, and a complete benefits package, including company-paid BC/BS, 401 (k), vacation and holidays. Send resume to:



44 Tunkhannock Avenue
 ATTN: Human Resources
 Exeter, PA 18643

PRODUCTION/WAREHOUSE

\$7.75 PER HOUR

Local window manufacturing company is seeking reliable production & warehouse workers to perform in a team environment. Starting rate listed above is after 90 day probation period. Excellent benefit package.

Apply in person to:

Interstate Building Materials
322 Laurel St.,
Pittston, PA 18640

AUDIOLOGIST

Geisinger Clinic has a full-time Audiologist position available in their Valley Medical Bldg. in Wilkes-Barre. Must be able to perform a full range of Audiologic tests (ABR, ENG) and newborn screenings. Position # is 2001-22ERHG

Geisinger Health System offers a competitive salary and comprehensive benefit package. Interested applicants should submit a resume/application with cover letter indicating Position # on or before **Friday, April 13, 2001** to be considered for this position.

Geisinger Wyoming Valley
 Attn: Human Resources
 1000 East Mountain Drive
 Wilkes-Barre, PA 18711-3462
 570-826-7519

Geisinger
 Health System

Affirmative Action Employer
 M/F/D/V

SALES CONSULTANTS

Here we grow again! Recent and upcoming expansion has created immediate opportunities for career minded sales professionals. We have Full and Part time openings in all our sales divisions. 2000 was the best year in our history and with our franchises we believe 2001 and beyond will be even better.

No previous automobile sales experience necessary. We will train you to be professional and successful. We offer above average earning and a comprehensive benefits package.

To schedule an appointment call Joe Falkowski @ 288-7411 or e-mail joef@wyomingvalleymotors.com or stop by our Larksville location



ASSISTANT MGR. CASHIER

Needed Immediately

Company operated Sunoco A Plus is looking for team players. In addition to a fun work environment, flexible schedules & advancement opportunity we also offer medical/dental ins., paid vacation, holiday pay, tuition assistance and more.

Call 1-800-777-6444 x 1796
 for an interview.

LTS HALF-TIME BIOLOGY TEACHER

Long-term subst. JHS position available immediately for the remainder of the 2000-2001 school year. PA cert. required. Submit standard PA app., resume, cover letter and copies of certificate, transcripts, background clearances, evaluation, three recommendations to:

Mr. Stephen Brodmerkel
 Assistant Superintendent
 Stroudsburg Area School District
 123 Linden St.
 Stroudsburg, PA 18360. EOE

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

TERRITORY SALES MANAGER

Seeking local representation, highly motivated individual to manage & sell to existing accounts. High quality auto & truck access. to New Car Dealers. Salary + comm. Great benefits. Serious career minded appliances.

Contact Jim Maxim
 at
 610-265-6600
 ext 107

READING SPECIALIST

FT elementary-level position beginning 201-02 school year. PA cert. required. Submit standard PA app., resume, cover letter & copies of cert., transcripts, clearances, teaching/student teaching evals., three recommendations to:

Mr. Stephen Brodmerkel Asst. Supt.
 for Personnel
 Stroudsburg Area School Dist.
 123 Linden St.
 Stroudsburg, PA 18360
 EOE

NURSING

Balanced Care Kingston

is now accepting applications for the following positions:

Certified Nurse Aide:

Full Time Day 7-3
 Come and see our competitive package and join a team of dedicated, caring individual.

Apply in person at:
702 Third Avenue
Kingston, Pa 18704
(570) 283-5848

CNC LATHE OPERATORS

Chamberlain Manufacturing Corporation has openings for CNC Lathe Operators. Applicants must have the experience to run computer numerically controlled (CNC) lathe machines. We are looking for self starters with the ability to contribute and learn. A degree from vocational or technical school is a plus. Please send resume to:
Louise Pawlowski
Chamberlain Manufacturing Corporation
156 Cedar Ave. Scranton, PA 18505
EOE M/F/H/V

DRIVERS

Tractor Trailer drivers wanted to run Tri-State area. Home most nights and every weekend. \$800 - \$1000 per week. Paid holidays and vacations. Full medical/dental benefits. No freight handling. Must have 3 years experience and clean driving record. Call between 9:30 am to 5:30 pm for appointment.

Graziano Trucking
570-562-3004

SECRETARY

Real Estate Office.
 Full time. 5 days a week
 Immediate placement.
 Call Michelle
 696-5423.

ACCOUNT MANAGER AERIAL & ALLIED PRODUCTS

Cleveland Brothers Equipment Co., Inc. the Caterpillar dealer for Central and Northeastern Pennsylvania, currently has an Account Manager position available at our Pittston branch, covering the Scranton and Northeast territory.

We are looking for applicants with 3 - 5 years sales experience in the construction industry. This position will have the responsibility to support existing accounts and expanding business within the territory by promoting sales of Aerial and Allied products. Aggressive compensation and benefits package. Please submit resume in confidence to:

Cleveland Brothers Equipment Co. Inc.
 Attn: John J. "Pat" Patterson
 P.O. Box 2535
 Harrisburg, PA 17105
 Drug Free Workplace
 Affirmative Action Employers M/F/D/V

CASHIERS

Now hiring experienced cashiers for Sunoco gas station on Kidder Street in Wilkes-Barre next to TGI Fridays. Starting pay up to \$7.00 per hour and benefits.

Call 1-888-227-8151
 Monday to Friday 9-5.

RETAIL PHARMACIST

Full-Time Pharmacist needed to manage a Retail Pharmacy in a new location. A high-energy, customer service oriented individual with abilities to start up and build a successful new business is the ideal candidate. Competitive salary and benefits. Opportunities for ownership and/or profit sharing.

Send resume to:
 BOX 2804
TIMES LEADER
 15 N. Main St.
 Wilkes-Barre, PA 18711-0250

CONSTRUCTION LABORER

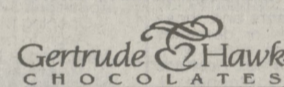
Reading Based Contractor needs laborers to install guardrails on highway. Clean CDL Class A & drug test a must. Laborers earn between \$35k/\$40k. Some overnight travel. Call or send resume to:

Morganrail Inc.
PO box 313
Temple, PA 19560
610-926-9526
EOE

HOW SWEET IT IS !!

Immediate need for a "people oriented" retail sales-driven store manager in our Gertrude Hawk Chocolates Cross Roads Shop. You will be responsible for retail store management, paid benefits, generous employee discounts. Enjoy a very sweet experience. Apply in person or submit resume to:

Fran Kingsley
 Retail Human Resource



9 Keystone Park
 Dunmore, Pa 18512
 E-mail Fax (570)342-0261
 Phone (570) 342-7556

LEGAL SECRETARY

Must be experienced in real estate including settlement statements and closings.

Send Resume to:

BOX 2801
TIMES LEADER
 15 North Main Street
 Wilkes-Barre, PA 18711

CLERK/CASHIER-PART TIME

20 hrs a week.
 Various duties.
 Days & evenings.
 Apply:
Salvation Army.
Rt. 309
Wilkes Barre Twp.

ART TEACHER

FT High school position beginning 2001-02 school year. PA. cert required. Submit standard PA app. resume, cover letter & copies of cert., transcripts, clearances, teaching/student teaching evals., three recommendations to
Mr. Stephen Brodmerkel Asst. Supt. for Personnel
 Stroudsburg Area School District
 123 Linden St.
 Stroudsburg, PA 18360 EOE

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 full time in our Tunkhannock Program. Excellent benefit package. Starting salary \$7.82/hr. Call Joyce at 836-6868.

QUALITY CONTROL PACKER SHIPPER

PT positions, 12:30-5:30 Mon-Fri.
 Apply in person.

Barhill Manufacturing
 396 Pittston Bypass, Pittston