

WAREHOUSE ASSISTANTS

The TIMES ♦ LEADER is looking for individuals to assist with our home delivery operation. We have immediate openings in our **Hanover Industrial Park** and **Pittston** warehouses.

- Duties include:**
- Sorting and distributing daily paperwork for our carrier force
 - Distribution of papers to our carriers
 - Cleaning up the warehouse

You must like dealing with people. Early morning and weekend hours (2:00am to 6:00am, 5 days/week). Great supplemental income.

Call 831-7337 for more info!

ATTENTION EARLY RISERS

The Times Leader, Luzerne County's best newspaper, has great business opportunities available in our Circulation Department.

You will be responsible for providing great service to our home delivery customers. Hours vary, but are typically 3:00am to 6:00am on the weekdays and to 7:00am on Sat./Sun.

We pay the highest rates in the area. Most of our routes available require **no** collections. Routes are available in the following areas:

- South Wilkes-Barre
- Kingston
- Edwardsville
- Wyoming
- Plains/Miners Mills
- Pittston/Duryea
- West Nanticoke

Call 829-7206

PROVIDER RELATIONS REPRESENTATIVE

Blue Cross of Northeastern PA, a progressive leader in the health insurance field, has an immediate opening for a Provider Relations Representative.

In this key role, the successful candidate will be the primary liaison for the Facility and Professional Provider Network. The Representative develops, maintains, and strengthens provider relations through servicing, educating and coordinating efforts to position the Plan and Provider to meet the demands and outcomes desired for establishing cost effective, enhanced relationships or strategic, innovative partnerships between the Plan and Provider Community.

To qualify you must have a Bachelor's degree in Health Care Administration, Business or related field plus a minimum of three years professional experience in a Provider Liaison role, or Practice Management Capacity or other related work experience. Effective oral and written communication skills and demonstrated public speaking, presentation and interpersonal skills required. Must have a working knowledge in PC applications including Word, Excel, Power Point and audio-visual equipment.

Our total compensation package rewards your expertise, supports our corporate vision/mission and reinforces our corporate values. Here you will find an environment that recognizes your ability to make a difference. For consideration, please forward your resume, with salary requirements to:

Blue Cross

Attn: TL-0049,
19 N. Main St., Wilkes-Barre, PA 18711
Fax: (570) 200-6730
or e-mail: Kim.Hogan@bcnepa.com
EOE M/F/D/V

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 a 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 including 401(k) and a weekly car allowance.

To apply, send resume to:

TIMES♦LEADER

Attn: Jim O'Rourke
15 N. Main Street
Wilkes-Barre, PA 18702
or e-mail:jorourke@leader.net

MARKET RESEARCHER

UNITED ONE RESOURCES

This is an excellent opportunity for a highly motivated professional to be associated with a cutting edge company servicing the lending industry. As a Market Researcher, you will collect and analyze data on existing markets and identify new or undeveloped markets for products offered by United One Resources. Preferred candidates will have a broad knowledge in business, marketing and sales plus a working knowledge of banking, finance, insurance, real estate and financial institutions. The ability to work independently, use deductive reasoning and have competent computer skills is a must. For consideration, candidates with at least an Associates degree in Marketing or research, should send or fax your resume and salary history to:

**Human Resources
United One
Resources, Inc.**

**P.O. Box 390
Wilkes-Barre, PA. 18702
FAX: 570-824-7180**

E-mail:
lgardner@unitedonerresources.com

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**

ELECTRICAL ENGINEER

Steel parts manufacturer requires Electrical Engineer to develop & debug programs for PLC's on heavy industrial equipment. Qualified candidates will have experience implementing improvements & upgrades on existing machines and in troubleshooting & problem solving major electrical systems. Must develop electrical design specs for new machines & systems. Requires BS in Electrical Engineering and 3 to 5 years industrial experience.

Please send resumes to:

**Chamberlain Mfg. Corp.
Human Resources
156 Cedar Ave.
Scranton, PA 18505**

EOE M/F/H/V

MAINTENANCE

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

Applicants must possess:

- ♦ Carton 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**

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

PACKERS/ PRODUCTION

AEP is ACCEPTING APPLICATIONS for packer positions. We offer \$9.00/hr. with a 20 cent shift differential for Night Shift work plus paid Vacation & Sick Time w/ medical, dental, life and vision plans. Full-time hours with alternating 3 & 4 day work weeks. Every other weekend a must.

EXPERIENCE WORKING ON A PRODUCTION LINE, PACKING, OR FACTORY WORK IS PREFERRED. HEAVY LIFTING.

Apply @

**AEP INDUSTRIES
20 Elmwood Avenue**

MARKETING COORDINATOR

Perfect **PART TIME** Job opportunity for someone who is creative, persistent, & enjoys helping families and our senior population. (20-24 hrs per week) Assist Community Directors in Assisted Living & Skilled Nursing communities with the marketing function. Plan & coordinate special events & promos & do "whatever it takes" to increase and maintain our census! Be part of our group of experienced and progressive experts in long term care.

QUALIFICATIONS: Bachelor's degree preferred, successful track record in sales & marketing in health care environment, long term care preferred. Must be willing & able to travel daily throughout Lackawanna, Luzerne and Columbia country area. **TO APPLY:** send resume to:

Sr. Vice-President,
Balanced Care Corp.,
401 Moltke Ave.
Scranton, Pa 18505. EOE

SETTLEMENT AGENT/PROCESSORS/ SEARCHERS

We are currently experienced Title Processors and Settlement Agents for our Wilkes-Barre location. Candidate should have excellent communication skills; prior banking and title experience and be PC literate. Prior knowledge of on and off site settlements necessary for experienced Agent. Courthouse searchers will perform current owner searches in Lackawanna, Luzerne, Pike and Wayne counties. Interested candidates should contact via fax or mail resume with salary requirements to:

**Human Resources
United One Resources, Inc.
P.O. Box 390
Wilkes-Barre, PA. 18703
FAX: 570-824-7180
EMAIL:**

lgardner@unitedonerresources.com

MORTGAGE LOAN REPRESENTATIVES

Locally based independent bank seeking experienced individuals to join existing mortgage sales staff. We offer local processing and underwriting, a full line of mortgage products including conventional, PHFA, construction, lot loans, portfolio loans, FHA, RHS and more. Branch referrals and telephone leads are provided. Full benefit package includes 401k, continuing education assistance, draw against commissions and auto allowance. For more information, please call

1 (800) 426-4884

HNB Mortgage,

A Division of the Honesdale National Bank
38 North Franklin Street Wilkes-Barre, PA
E.O.E. M/F/D/V

Thomas' Family Market SHAVERTOWN

Hiring now for several Part Time positions in our Shavertown Store. We have flexible hours and competitive wages.

- ♦ Front End Cashier
- ♦ Deli
- ♦ Full time Meat Cutter

Apply in person and ask for Sue or Mark at:
**Thomas' Family Market
Back Mt. Shopping Center
Shavertown Pa.**

MARKETING/SALES

CPO2/ROTECH MEDICAL, the national provider of home respiratory care and medical equipment services has a full time marketing position available in our Wilkes Barre location. The successful candidate must have a proven sales history, and a clinical background is preferred. We offer a competitive salary, bonus program, auto allowance and health benefits to include a prescription plan and life insurance. Criminal background, reference and credential checks will be conducted.

Interested applicants should send their resume and salary requirements to:

**CPO2/ROTECH MEDICAL
227 STEWART ROAD
WILKES BARRE, PA 18706
ATT: Renee Kurtzweil.**

RN

Enjoy part of your summer with athletic, great kids at privately owned camp with well equipped facilities. Call

**International
Gymnastics Camp
570-629-0244**

SERVICE/ DELIVERY PERSON

Local mobility provider seeking responsible, motivate individual to service & deliver motorized wheelchairs. Mechanical and/or electronic exp.

**Call 825-4210 ask for
Pete or Gary**

LABORERS

Full Time Landscape Laborers. Experienced, PA drivers license required, \$7/hr, lot of overtime.

Apply

**Rave Wholesale/
Landscaping
Edinger Road, Dallas
Call 675-4537 for directions.**

DIETARY MANAGER

Full time position for long term care facility in the Scranton Area. Must be certified with DMA. Long term care experience preferred. Excellent Benefit package and competitive salary.

Send resume to:

BOX 2829

**TIMES♦LEADER
15 North Main Street
Wilkes-Barre, PA 18711-0250**

DENTAL HYGIENIST

West Side office seeking part time Hygienist some evenings required. Nice working conditions.

**Call 654-7960
for interview**

CLERK/CASHIER- PART TIME

20 hrs a week.

Various duties.

Days & evenings.

Apply:

**Salvation Army.
Rt. 309
Wilkes Barre Twp.**

WAREHOUSE OPENINGS

Keystone Automotive Operations has part time openings on first shift. Good starting salary with 90-day and 1-year increases. Join a fast growing company and apply at:

KEYSTONE AUTOMOTIVE OPERATIONS

44 Tunkhannock Avenue
Exeter, PA 18643

M/F/D/V

AUTOMOTIVE TECHNICIANS

NOW HIRING

HYUNDAI EXPERIENCE PREFERRED
Highest Wages Paid ♦ Family Paid Benefits ♦
Good Working Conditions ♦ Advancement

- ♦ 401K ♦ Immediate Placements

Apply in person or call:
**DICKSON CITY HYUNDAI
1519 Scranton Carbondale Hwy
Scranton, PA 18508
570-487-5000**

LEGAL SECRETARY

Full time secretarial position available for Attorney Angelo Terrana. Must be experienced in real estate, including settlement statements and closings. Competitive salary and benefits available. Please send resume to:

**400 Third Avenue,
Suite 117,
Kingston, PA 18704.**

MAINTENANCE

Part time, morning for Back Mountain area car washes. Flexible schedule, some mechanical ability.

Call 696-4522

OFFICE-PART TIME

Good phone skills required.

General office tasks

with computer knowledge.

Competitive pay.

**Call Craft Oil,
Avoca Pa.
570-457-5484**

MEDICAL RECEPTIONIST

Full time position available for experienced individual in a fast paced physician's office. Position includes all phases of front desk work. Knowledge of insurance a plus. Send resume to:

**M. Kelley, 375 Pierce St.,
Kingston, PA 18704
or fax to (570)287-3026.**

No Phone Calls

MECHANIC

Local Co. accepting applications for experienced body and trailer paint person. Benefits pkg. include 401K. Apply in person at

**58 Pittston Ave.
Pittston, PA. 18640
1-800-292-2539 ext. 233**

LANE PORTERS

Full time and part time openings available for lane porters. Must be 18 years of age or older, possess a valid PA drivers license and have a clear driving record. To schedule an interview, contact Sue at:

**MotorWorld
150 Motor World Drive
Wilkes-Barre, Pa. 18703
570-821-3754**

E.O.E.

RESTAURANT

- ♦ DISHWASHERS
- ♦ PIZZA MAKERS
- ♦ LINE COOKS

Full or Part time
Day & Night shift

Competitive starting rate, apply:

**The Dough Company
Kidder St., W-B
or Rt. 309, Dallas**

SECURITY GUARDS

Burns International has full & part time positions in Wilkes-Barre area. We offer paid training, competitive salary, paid vacation, and contributory benefits. For more information please call

Burns 570-344-5209

EOE M/F/D/V

DELIVERY/ WAREHOUSE

Full time. Benefits.
Apply in person,
**Team Supply
1548 Highway 315,
Wilkes Barre.**