

CUSTOMER SERVICE MANAGER

Our Client, a successful growing Monroe County business, is seeking an experienced Customer Service /Office Manager to lead our Customer Service Department. The successful candidate must be an individualist with strong leadership skills, personable, and above average practical judgement. We offer an outstanding compensation package commensurate with experience, including paid vacation, health insurance and 401K. If you are a fast learner with a strong work ethic, Send or fax your resume in confidence to:

BOX 2846
TIMES ♦ LEADER
15 North Main Street
Wilkes-Barre, PA 18711

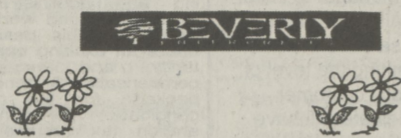
Fax: (570) 836-2471

NEW POSITION FULL TIME SCHEDULING COORDINATOR

Carpenter care center is looking for a full time scheduling coordinator for nursing administration. Potential candidates must possess exceptional organizational and communication skills, computer knowledge w/Microsoft and excel programs. Monday through Friday 8:00am to 4:30Pm

**PLEASE SEND RESUME TO ATTN:
CARPENTER CARE CENTER
CORNELIA DOWNS, D.N.S.
30 Virginia Drive
Tunkhannock, PA 18657**

(570) 836-5166
EOE/M.F.D./V Drug Free Workplace



CUSTOMER SERVICE REPRESENTATIVES

Growing local manufacturer seeks self-motivated individuals in its Customer Service Department. If you enjoy speaking on the phone and handling multiple responsibilities, this is the position for you. Interested candidates should have good communication and computer skills. Duties to include communicating with customers, data and order entry and coordinating customer requirements within the organization. Experience preferred, but not necessary. Benefits include medical, vacation, personal days and holidays. Credit Union & Affia insurance available. Health Club reimbursement. Full Time and Part Time positions available. Apply within or forward resume to:

**Golden Technologies,
401 Bridge St.
Old Forge, PA 18518**

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

"Spring" into some extra CASH

Earn up to \$1,000 per month delivering newspapers in the A.M. hours

The Times Leader is looking for independent contractors to deliver newspapers in the early morning hours, 7 days a week. Great supplemental income that doesn't interfere with your full-time responsibilities. We are looking for people who will treat their route like it's their business. You must have a reliable vehicle.

Many opportunities to supplement your monthly profit. The following areas have immediate openings:

- South Wilkes-Barre
- Kingston
- Edwardsville

ASSISTANT GYMNASTICS INSTRUCTOR

Part time position to assist in coaching gymnasts from 5 yrs old to team girls. Experience preferred.

Call Joelle at the:
Wilkes-Barre Family YMCA
570-823-2191 ext 155

WAREHOUSE

US Food service/Pittston division has openings for Nightshift Order Selectors. Position involves heavy repetitive lifting and accurately selecting products. Evening shift-Sun.-Thurs. \$9.15 hour start. 90 day hourly increase based on performance. Additional weekly bonus potential that can exceed \$200.00!! Excellent benefit package including a matching 401(k) Plan. Apply in person:

**US Food Service
13 Rutledge Drive
Pittston, Pa. 18640
www.usfpittston.com
E.O.E. M/F/D/V**

SALES MARKETING POSITION

Full time entry level sales/marketing position available in beverage industry. Seeking a motivated energetic, individual with excellent communication skills. Travel required. Salary commensurate with experience, car allowance and benefit provided. College graduates are encouraged to apply.

Send resume to:
**BOX 2845
TIMES♦LEADER
15 North Main Street
Wilkes-Barre, PA 18711-0250
EEOC**

DELIVERY WAREHOUSE

Full Time.
Must be dependable.
Apply in person

**Rymer Auto Radiator
515 Blackman St
Wilkes-Barre, PA**

MEDICAL STAFFING ASSISTANT

Currently seeking a professional, enthusiastic person to coordinate employee schedules, payroll, and service requests. Previous experience preferred. Requirements:

- 1-2 years fast paced customer service experience
- Excellent communication skills
- Strong organizational skills and multi-tasking capabilities

Qualified applicants may Send resume to:

**BOX 2847
TIMES ♦ LEADER
15 North Main Street
Wilkes-Barre, PA 18711**

LANE PORTERS/DRIVERS

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

**MotorWorld
150 MotorWorld Drive
Wilkes-Barre, Pa. 18703
570-821-3754
E.O.E.**

HOUSEKEEPER F/T live in preferred.

Back Mt. Excl. salary

570-696-4251

MEDICAL TECHNOLOGIST

Berwick Hospital Center has an immediate opening for a part time medical technologist. The Hospital offers an excellent salary and benefits package.

Please send resume or apply in person to:

**Berwick Hospital Center
Human Resources Department
701 East 16th Street
Berwick, PA. 18603
Fax # (570) 759-5035**

E.O.E.

OFFICE PHONE OPERATOR

Part Time & Full Time
General office computer experience.
Part-time & full-time.

Please send resume to:
**BOX 2831
Times•Leader
15 North Main Street
Wilkes-Barre, PA 18711-0250**

ROUTE SALES DRIVER

Unifirst Uniforms is looking for a highly motivated person to service our existing customers and increase sales volume on the route. Excellent salary and benefits.

Send Resume To:

**Unifirst Corp. District Service Manager
239 Stewart Rd.
Hanover Industrial Park
Wilkes-Barre, Pa. 18706**

E.O.E.

RESPIRATORY THERAPIST (CRT)

Berwick Hospital currently has a full time rotating shift position available in our Respiratory Therapy Department. Every other weekend is required.

Please send resume or apply in person to:

**Berwick Hospital Center
Human Resources Department
701 East 16th Street
Berwick, PA. 18603
Fax # 759-5035
E.O.E.**

HOUSEKEEPING

Part time General Housekeeping & laundry for Back Mt. residence. Flexible hrs, pleasant working environment.

Send resume to:
BOX 2774

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

OFFICE FULL TIME

Professional self starter with experience in AP & inventory control. Working knowledge of computers is necessary. Accounting experience is a plus. Competitive pay & benefits package. Fax or mail resume to:

**Craft Oil Corp
837 Cherry St.
Avoca, PA 18641
FAX 570-451-0700**

OFFICE / CLERICAL

Full time for general office work, Quick Book exp. helpful. Call

**Stiaccini Heating & Air Conditioning,
655-9586 or 654-7333**

LUBE TECHNICIANS & CAR WASH ATTENDANTS

Full time positions avail.

Apply in person only

**Kleen & Gentle Auto Wash & Kwik Lube
901 S. Main St. Taylor**

SECRETARY

Part-Time evening/ weekends position available immediately in sm. law ofc. Excell. dictaphone, telephone and word processing (MS Ofc.) skills needed.

Send resume to:

**BOX 2839
TIMES♦LEADER
15 North Main Street
Wilkes-Barre, PA 18711-0250
or fax to (570) 823-8890**

OPTOMETRIC ASSISTANT

Part time position available. Experience not required. Opportunity to work with patients, also general office tasks. 20-25 hours per week, some evenings required. Send resume to:

**Family Vision Care
417 Market Street
Kingston, PA 18704**

SALES

Earn \$800-\$1500 per week selling.
For a 60 second message

call toll free
**598-5900
M/F/H EOE
RA9197**

SECRETARY

Full time position available immediately in sm. law ofc. Excell. dictaphone and word processing (MS Ofc.) skills needed.

Competitive comp.
Send resume to:

**BOX 2840
TIMES♦LEADER
15 North Main Street
Wilkes-Barre, PA 18711-0250
Or fax to (570-288-5858)**

ADMINISTRATIVE ASSISTANT

Immediate opening for full time position in busy office. Responsibilities include organizing and maintaining reports and data bases, scheduling meetings, maintaining price lists, and distribution and trackings of sales leads. This position requires the individual to be motivated and organized with strong computer experience is a plus. We offer a competitive salary and excellent benefit package. We are an EEO employer. Please submit resumes and salary requirements to:

**FORBO LINOLEUM INC.
Box 667,
Hazleton, PA 18201
Attn: Theresa Lorenzi**

RATE ANALYST

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.

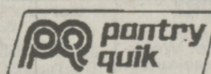
Our total compensation package rewards your expertise, supports our corporate vision/mission and reinforces our corporate values. Here you will find an environment that recognizes your ability to make a difference. For consideration, please forward your resume with salary requirements to:

**Blue Cross,
ATTN: TL-0049
19 N. Main St.
Wilkes-Barre, PA. 18711
fax 570-200-6730 or
Email to:
Kim.Hogan @bcnepa.com
EOE M/F/V/D**

ENGINEERING

Local firm has F/t positions available.
• Civil engineering
• Civil Auto Cad designer
• Structural Engineer
Must have computer knowledge & good work ethics. Benefits included. Send resume to:

**Pasonick Engineering
165 North Wilkes Barre Blvd.
Wilkes Barre Pa. 18702
570-823-4727 (Fax)**



Full and Part Time
Immediate Openings
In the Wilkes-Barre Area.

No prior experience needed. Paid training provided. Must be 18 years of age.
Openings in the Forty Fort Kingston Area

Call Today!
**822-2701
between 9 AM and 5 PM.**

CASHIER

Part Time \$7 to start.
Apply in person at
the Hess Station
RT 309
WB.

Mercy Health Partners, Scranton, is currently accepting applications for the following positions:

Certified Nurse Aide (Home Health Hospice)

Full time. Day Shift.

Managed Care Liaison (Home Health/Hospice)

Part time days (20 hrs/week) Current Penna. RN license required.

Pharmacist Per Diem. Rotating days and evenings, including weekends. Hospital experience preferred.

Registered Nurse (Labor and Delivery) Full time. 7pm-7am. Previous experience in Obstetrics preferred.

**Mercy Health Partners offers:
New Wage Scales**

Complete benefits package, incl. family medical/dental/vision coverage

Generous paid time off plan

Tuition Reimbursement

Part-time employees (20+ hours/week) eligible for prorated benefits

Please contact Human Resources at (570) 340-5455 for more information on these and other opportunities available at Mercy Hospital in Scranton.

Mercy Health Partners
Human Resources
Department
746 Jefferson Avenue
Scranton, PA. 18501



FAX: (570) 348-7045

E.O.E.

RESTAURANT

Line cooks
Dishwashers

Apply in person

**Allanti Restaurant,
239 Schuyler Avenue
Kingston.
287-1788**

CUSTOMER SERVICE

Furniture retailer has immediate opening. Ability to talk to customers & manufacturers. Various tasks included. Computer experience helpful. Good follow up skills. Competitive wages & Benefit pkg. included. Call Gail or Lew 883-9311 M-F till 4:30pm

COUNTER WAREHOUSE & DELIVERY

Must have valid license & drive standard shift. Immediate opening, all shifts

Apply in Person

913 Main St. Avoca.

CONSTRUCTION TECHNICIANS

Entry level field personnel to test & inspect soil, concrete, masonry, asphalt aggregates. Will train.

**Geo-Science Engineering
489-8717**

NURSING POSITIONS Berwick Hospital Center Berwick Retirement Village

Opportunities available for RN's and LPN's to join our staff in various open positions.

We also have positions available for Nursing Assistants. High school or GED required. Training available.

Competitive rates. Pleasant working conditions.

Please send resume or apply in person to:

**Berwick Hospital Center
Human Resources Department
701 East 16th Street
Berwick, PA. 18603
Fax # (570) 759-5035
E.O.E.**

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

PRODUCTION SUPERVISOR

A Hazleton Plastic Mfg. Plant has an opening for a Production Supervisor. The successful candidate should have a minimum of 3-5 years of experience in a manufacturing environment, good communication skills, and willing to work 12 hr. shifts on a 3-4 schedule.

We offer a competitive benefit package in a challenging work environment. Interested applicant should send their resume with salary history to:

**BOX 2843
TIMES ♦ LEADER
15 North Main Street
Wilkes-Barre, PA 18711-0250
EOE M/F**