

Help Wanted 270 CLERICAL

OFFICE ASSISTANT Wilkes-Barre law firm is seeking a front desk professional with Word & Outlook and general office procedures background. This position has the potential of PERMANENT

Call us for an immediate appt. spherion. 283-0433

COACHING Bishop O'Reilly High School is accepting applications for the following areas: Varsity Boys Basketball Coach Varsity Girls Basketball Coach Varsity Girls Field Hockey Coach Varsity Jr./Sr. Varsity Swimming Coach Please send resume to: Bishop O'Reilly High School 316 North Maple Ave. Kingston, PA 18704. Application deadline is May 7, 2001

COMMUNITY HOME WORKERS FULL TIME Positions working with 3 developmentally disabled males in the Pittston Area. Scheduled hrs are m-t 1:30 pm until 9:30 PM, or awake overnight hours.

TEMPORARY FULL TIME Week on and week off schedule in the Wilkes Barre Area. For information and or application call: Impact System Inc. 828-3671 EOE

CONSTRUCTION INSPECTORS Roadway & Bridge inspection projects & material plants. Exp. on project preferred, CE grads, NICET, NECEPT, BOCA, ACP, CDS desired. No Exp? we will train. Excellent consulting firm w/excellent benefits. Send resume to: MCTish, Kunkel & Assoc. 2402 Sunshine Rd. Allentown, PA 18103, or email: info@mctish.com AA/EEO/M/F/V/H

CONSTRUCTION LABORERS LABORERS Wanted For Comm/Industrial Contractor. Valid drivers license needed. Application can be filled out at: A PICKETT CONST. INC. 128 W VAUGHN ST Kingston, PA 18704 M-W or F 9-11 & 2-4. We only accept applications on our forms. Offering excellent hourly rate, medical dental benefits, paid holidays & vacation + pension plan EOE. All inquires held in strict confidence.

CONSTRUCTION Leeward Construction Inc. Has the following permanent job openings: Heavy Equipment Operator Pipe Layers Experienced Laborers Shift work must be required and, must be willing to travel. EXP. ONLY APPLY. Please send resume or stop by for an application. Equal Opportunity Employer. Leeward Construction, Inc. RR. #2 Box 2062 Honesdale, PA 18431 253-4090

COUNTER WAREHOUSE & DELIVERY Must have valid license & drive standard shift. Immediate opening. All shifts apply in person 913 Main St Avoca. 451-3073

CUSTODIAN Mercy Health Care Center, Nanticoke, a 110 bed nursing facility is in need of a day/evening full time maintenance/custodian. Competitive salary with excellent benefit package. Call for an application or submit resume to: Mercy Health Care Center 147 Newport Street Nanticoke, Pa. 18634 Phone: 740-5343 / Fax 740-5216

CUST. SERVICE SALES SUMMER WORK \$14.50 BASE/APPT. Local Co. has 30+ immediate openings. FUN Work. Scholarship Avail. Cond. Apply. FLEX HRS. around Summer FUN. Must call now 822-9002

DATA ENTRY CLERK Temp opening for a Full time clerk to transfer existing data into a new system. Hrs. flexible. Apply in person or Send Resume to: Harvey Metal Products 22 Ruddle St. W-B, Pa. 18702

DELI/CASHER P/T Sun - Thurs, 2nd shift. Call Megan. 831-2059

DELIVERY DRIVERS The Times Leader is looking for adult carriers for the following areas: Pittston (and surrounding areas) Duryea West Pittston

Make \$500-\$800 driving your car! Early morning hours that don't interfere with full-time, day responsibilities. Call: 829-7206

DENTAL ASST. Kingston general Dentistry office seeking PT Dental Asst. X-Ray - Cert. required. 283-2422

DIESEL MECHANIC FULL TIME Local Construction Company is seeking a Diesel Mechanic to maintain and repair a small fleet of equipment. Excellent benefits at 401(k). Rate commensurate with experience. Call for interview. 570-883-9522

DRIVER DELIVERY/WAREHOUSE 2-3 days per week Rice's Food Equipment Dallas Call 675-7423 Must apply in person

FEEDER/PACKER Call 824-3577

Help Wanted 270 DISTRIBUTION

NUMEROUS OPENINGS AVAILABLE NOW! ALL SHIFTS

Warehouse Production Assembly 250 Pierce St. Kingston, PA 18704 Proper ID required

DOCK MAN FT. Tues. thru Sat. 8am - 4:30 pm. Must have valid drivers license & qualify for Bale Clampift, Direct dock loading & unloading procedures and donation acceptance. Some previous supervisory experience helpful. Paid health plan, life insurance, vacation, holidays and sick days. Apply at: Salvation Army Warehouse 739 Sun Spout Pkwy. Hanover Twp.

DRIVER Class a CDL O.T.R. drivers w/verifiable exp. needed, all trip exp. pd. Driver referral, sign on bonus and health ins. paid to those who qualify. Late model assigned tractors with generous starting pay. Call (570) 675-5291

DRIVER Dump truck exp. for local asphalt Co. With CDL. Excellent communication. 674-9512 or 829-3038

DRIVER Lawn & Garden distributor seeking full-time Class A drivers w/hazmat endorsement for local daily deliveries. Excellent benefits & competitive wages. Apply in person at: Penn State Seed Route 309 Dallas, Pa. 18612

DRIVERS OTR Star Transport Inc. has an exciting new pay package. Exp'd drivers can start up to 34c per mile, full company benefits, exc. home time, great miles. Must have class A CDL & be able to pass DOT physical & drug screen. Training available. 800-548-0082 ext 805-800-974-4262 / 888-877-9348 www.starttransport.com

DRIVERS & TEAM DRIVERS Calex Express Pittston PA is looking for CDL Tractor Trailer drivers. Late model KW's, Freightliners, and Volvo's available. Competitive wages, \$1000 Sign-On Bonus health, benefits, 401k, etc. Call 800-292-2539 ext. 259

ELECTRONICS TECHNICIAN Pennsylvania's premier music store in Williamsport has a full time position for an Electronics Technician in our Service Department. We are looking for people who hold a plus A valid Pennsylvania Driver's License. A background in consumer electronics would be a plus. A valid driver's license is required along with a willingness to work overtime and on call. We offer a competitive benefits package. If you feel that you can contribute to the success of our service center, please stop at our store at 201 Mulberry Street, Williamsport, Pa for an application.

ESTIMATOR / PROJECT MGR. Require 3 yrs. min. exp. in sitework & utilities. B.S. in Civil Engineering a plus. E.O.E. Call / send resume to: Linde Enterprises, Inc. 2000 B.A. Honesdale, PA 18431 570-253-2643

Field Representative Scholastic Book Fairs, the industry leader in children's books, is seeking an individual with the following qualifications: 2+ years sales experience Excellent written and verbal communication skills coupled with the ability to give effective presentations to school administrators, parent groups and faculty Extensive travel to schools required Appreciation and knowledge of children's literature a plus. College degree preferred.

We are looking for an energetic person who is self motivated and is looking for a challenge. Invisable Fence of NEPA, a leading national company should mail or fax cover letter, resume and salary history requirements to: Scholastic Book Fairs Attn: Branch Manager 10 Keystone Business Ct Keystone Industrial Park Troy, PA 18702 570-342-0700 fax 570-342-4480

HANDYPERSON Ideal for students, yard work, painting, some light housekeeping must love dogs. \$24.00 wk \$6.50 hr 674-0312

HANGER Permanent Position FT. 7:00 am to 3:30 pm Tues. thru Sat. Paid Vacation Paid Sick If you are prompt, dependable and a hard worker and can work in fast paced environment. Apply: Community Family Services 102 Martz Manor Plymouth, Pa. 778-4570

HOTEL HOUSEKEEPER MAINTENANCE starting \$7.25/hr Apply in Person at the Wyndham Inn 307 Rt. 315 Pittston, PA 18704 570-854-3301

HORTICULTURIST To Work In Garden Center Call 474-6818

MANGER TRAINEE'S

Pump-n-Pantry is accepting applications for Manger Trainees and Assistant Manger Trainees. We also have openings in all stores for full and part time Sales Associates. Pump-n-Pantry Wants you on our Team!! Excellent pay and benefits • Clean, friendly, family atmosphere in all stores • Paid Vacations Annual performance reviews • Quarterly bonus program • Stimulating "People Contact" Complete paid training • Management opportunities • Flexible hours • Full and Part Time hours Variety of Job Duties WE OFFER

Hands on retail experience, (if you are considering a career in retail sales). ASK US FIRST!!!!!! Apply Now!! Pump-n-Pantry All resumes can be sent to: Larry Martin c/o Pump-n-Pantry RR 6 Box 6028, Montrose, PA 18801 Email: lmartin@pump-and-pantry.com

HVAC Service Technician

PLD Assoc. Inc. looking for premium Service Technicians. \$2000 SIGN ON BONUS \$50,000 per year + benefits. 270-3940

Help Wanted 270 HEALTH CLAIMS ADJUDICATOR The ideal person will have 3-5 years experience in a managed care, medical billing or insurance environment. Must be familiar with medical coding such as CPT, ICD9 and HCPCS. Must possess excellent communication, organizational and keyboard skills. Working knowledge of healthcare regulations and policies is preferred.

RED LOBSTER IS LOOKING FOR SOME GREAT NEW PEOPLE TO JOIN OUR TEAM!!! ALL FRONT OF THE HOUSE AND HEART OF THE HOUSE POSITIONS Benefits your first day, paid vacation after 1 year, medical/dental, 401k plan, profit sharing. Timely performance review.

If all of these things sound good to you, Red Lobster would like you to join our team! Apply within Monday thru Thursday between 2 and 4 PM. We will interview you immediately. 10 East End Centre, Wilkes-Barre, PA 18702

Help Wanted 270 JANITORIAL Stauffer Ind. Park. Mon-Fri. 5-9pm, (570)207-8745

LABORERS & CARPENTERS HELPERS 826-0163

LABORERS Mechanically inclined, handtools, work boots, own car. Start Now in Scranton area. 888-277-8402

LAB TECHNICIAN A local area plastics manufacturer is seeking a Lab Technician. The successful candidate must have knowledge of chemical lab procedures and possess good written and oral communication skills. Minimum educational requirements include an Associates Degree in Chemistry or related fields. Interested individuals should send resume with salary requirements to: BOX 2858 TIMES + LEADER 15 North Main Street Wilkes-Barre, PA 18711

LANDSCAPE HELP Experienced. Call 256-6099

LIGHT INDUSTRIAL WORKERS 1st shift available. Call Bobbi or Cindy ACTION PERSONNEL 823-8836

MANAGERS AND ASSISTANT MANAGERS. We offer a competitive salary, 401k, First Priority, Vision/Dental & 2 weeks paid vacation. Please call Jeff Popple at 570-823-0531 to set up an interview.

MECHANIC Excellent opportunity for a heavy duty truck and trailer mechanic with diesel experience. WE are now hiring in the Oliphant area. Class A CDL preferred. Great Benefits! Call Kevin @ 1-800-321-9038

MECHANIC Local Firm has full time position for experienced Diesel Mechanic. Must have valid drivers license, competitive salary & benefits. Call for application. 570-823-2100 Falzone's Towing Co. 271 North Sherman Street Wilkes Barre, PA 18702

MECHANICS/TECHNICIANS FIRESTONE, WILKES-BARRE Average Tech makes \$24,000 a year Hiring FT/PT. Flat rate technicians. Benefits, vacation, 401K. Tools a must, ASE & SI a plus. Call Jim 829-3800.

MEDICAL RECORDS CLERK FT position in Wilkes-Barre area hospital. FY HealthSERVE, a document & information outsourcing company, seeks dependable, conscientious workers to photocopy and data entry between hospital sites. Medical records exp. preferred. May require limited travel between hospital sites. Competitive hourly wage. Fax resumes to 215-364-6099, or call 1-800-326-3152. E.O.E. M/F/D/V

INVISIBLE FENCE INSTALLER Will train right person for installation of underground wire and equipment. Must be able to work with dogs and their owners. Valid PA DL req'd. Apply in person: Invisable Fence of NEPA, 1232 N. Mtn. Blvd., Top of the Mountain Plaza, Mountaintop. 8:30am - 5pm

JANITORIAL Local co. now hiring FT or PT personnel. 2nd shift hrs. Good starting salary. Call 823-7925

Customer Service Connected...

Plugged in and ready for action with RCN, the live wire of communication. One of the nation's first and largest single-source facilities-based providers of bundled local and long distance phone, cable TV and high-speed internet. If you are ready to get connected, keep reading. Because the following career opportunities are currently available in our growing Wilkes-Barre office:

COLLECTIONS REPS CUSTOMER SERVICE REPS To learn more about this and other exciting RCN career opportunities, please visit the Careers area of www.rcn.com.

Join the team that will provide you with exciting opportunities to be the best. We offer a competitive salary and benefits package, including medical, dental 401(k) and ample opportunities for career advancement. Interested candidates may apply on line, indicating Source Code PD429, at http://recruiter1-02.webhire.com/rcn via email at rcn@pc.webhire.com, or stop by and fill out an application at 100 Baltimore Drive, East Mountain Corporate Center (currently located off I-81), Wilkes-Barre, PA 18702 EOE M/F/D/V

CLEANING OFFICES Bk. Mt., E. Mt., Pitt. area. Weeknights 5-8. Srs. OK Good pay. 639-5974-9-1

Help Wanted 270 MEDICAL RECORDS Growing Home Health Agency needs coding, data entry person. Knowledge of OASIS a plus. Salary negotiable based on exp. Benefits & pension plan. Send resume to: Hospice Community Care/HCC Home Health 395 Wyoming Ave Kingston, PA 18704 E.O.E.

NANNY Dallas Area. Responsible, caring & energetic person to care for our 3 & 4 yr old boys. Must have flexible schedule & be extremely dependable. Driving is a must. Please call 675-3602

NURSING Balanced Care, Kingston is now accepting applications for the following positions: GNA 7-3 FT. 3-11 FT. 11-7 FT. And Per Diem weekends. New Rates. Apply in person at: 702 Third Ave. Kingston, PA 18702 283-5848

OFFICE ASSISTANT PART TIME Office Asst. needed for busy landscaping company. Duties include answering telephones, data entry, filing, typing, etc. Applicant must be computer literate, have previous office experience, bookkeeping experience and knowledge of quick books a plus. Monday through Friday with flexible hours. Send resume to: Kalinosky Landscaping, Inc. 2 Firecut Road, Wyoming, PA 18704 or fax to: 896-4870

OPTICAL Full/Part Time Day or night shift for manufacturing eye glass lenses. • AP coating/9am-5:30pm. • Finishing/edger, Hand edger, finish layout, wash lenses 7:30am-4pm. • Surfacing-lens polisher 4pm-12:30 Will provide training for successful candidates experience A+. Excellent benefits with 401k Apply in person 10am-6pm M-F. send resume to: Luzerne Optical Labs 180 N Wilkes-Barre Blvd. Wilkes-Barre, PA 18702

PERSONAL ASSISTANT For Real Estate Broker wanted. Call Marilyn K. Snyder, R.E. 825-2468

PHARMACIST Due to recent expansion, a large drugstore chain has openings for pharmacists in the area. As one of the nation's largest and fastest growing retail drugstore chains, we can offer you the opportunity to practice in a highly innovative environment. In addition to operation to your professional and personal satisfaction, you will also enjoy an excellent salary and an exceptional benefits and compensation package. Please mail/fax resume to: RPH AD 140 Wilson Drive Hazleton, PA 18201 Fax: 610-231-0288 EOE M/F

PHARMACIST BERKOWITZ PHARMACY TECHNICIAN Full time and part time. Fast growing long term care pharmacy. Knowledge of QSR helpful. Willing to train. Excellent salary & benefits. One Sat. a month, no Sundays Send resume to: Salerno's Pharmacy 50 Route 611 Thierry Plaza, Unit 13 Bartonsville, PA 17121

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The Office of the Comptroller of the Currency

national bank examiner The OCC, a Federal agency under the Department of the Treasury, charters, regulates and supervises national banks. Our mission is to ensure a safe, sound and competitive national banking system that supports the citizens, communities and economy of the United States.

We seek business grads or candidates with financial services experience for entry level positions in Wilkes-Barre. Salary range \$35,000 to \$46,775. Visit our website for further information. The OCC is a dynamic, progressive, and challenging workplace. We offer state-of-the-art technology, continual training, a comprehensive benefits package, and flexible work schedule

learn more call 212-790-4090 visit www.octreas.gov occ is an equal opportunity employer opportunities you can bank on

Gerity's SUPERMARKET SUMMER JOB OPPORTUNITY'S

Join a progressive and independently owned and operated Local Supermarket Chain with stores throughout the NorthEast PA area. Start your summer right with a Part Time Job at any of our Luzerne County Area Stores. We currently have Part Time Positions for:

CASHIERS DELI CLERKS GROCERY CLERKS

Ideal candidates must be able to work independently in a fast paced work environment. Looking for those individuals with that "Customer First" work and personal attitude. Gerity's Supermarkets offer a VERY COMPETITIVE STARTING RATE, with convenient flexible hours. Individuals interested may apply at any Gerity's Supermarket Location. E.O.E.

RN'S AND LPN'S Come join our staff on 2nd shift at Berwick Hospital Center as an RN or LPN in our OB/Nursery or Med-Surg Nursing Departments.

OB/NURSERY OR MED-SURG NURSING DEPARTMENTS 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 EOE

PHARMACISTS! Join our family of over 2,000 pharmacists! Full time and temporary openings for pharmacists in Pa, N.Y. and Md with wrong backgrounds that stand out amongst their peers! Foremost Medical Systems specializes in meeting the needs of the top 20% pharmacy pharmacists in the region!

We have a relationship with 600 pharmacies, industries, hospital and long term care facilities and are looking to place the appropriate candidates! Excellent Salary, Excellent benefits, Flexible work schedule

Pharmacy Technicians Experienced pharmacy technicians needed in various placements in Hospital, Long Term Care, & Retail in the Tri-State area.

Director of Rehab Patient Services Berwick Hospital Center is seeking a Director to oversee our Rehab Patient Services in both an acute care and long term care setting. Candidate should have a minimum of 5 years managerial experience and must hold a valid PA PT license.

Please send resume or apply in person to: Berwick Hospital Center Human Resources Dept 701 E 16th St. Berwick, PA 18603 Fax# (570) 759-5035 EOE

Police Officer Examination Swoyersville Borough The Swoyersville Borough Civil Service Commission will be conducting a civil service examination for the position of police officer. Starting salary is \$19,000 plus full benefits after successfully completing 90 day probation period.

Applications are available at the Swoyersville Borough Building, 675 Main Street, Swoyersville, PA. Monday through Friday from 9AM-4PM. COMPLETED APPLICATIONS MUST BE RETURNED NO LATER THAN 3PM, MAY 11, 2001. Act 120 certifies and act copy of driver license must be attached to the application. A written examination will be given on Saturday, May 19, 2001, 10AM at the Maltby Fire Department, 253 Owens Street, Swoyersville, PA. Cost for the testing is \$35. The non refundable payment is the responsibility of the applicant and must be paid in full when the application is returned. Checks must be made payable to Swoyersville Borough.

Swoyersville Borough is an equal opportunity employer. Women and persons of all races and ethnic groups are encouraged to apply.

RECREATION COUNSELORS DALLAS BOROUGH SUMMER RECREATION PROGRAM College students and high school seniors interested in joining the Dallas Borough summer recreational staff should forward a letter of intent to the Dallas Borough Municipal Office, 25 Main Street, Dallas, PA 18612 or telephone the Borough Office at 675-1389 for application. Application deadline is May 15, 2001.

RESTAURANT/MANAGER For new Pizza Rest. in Pittston area. Seeking individual with the following skills: Prepping, Cooking, Managing. Ex. opportunity for right person. Salary DOE. Send resume to: BOX 2851 Times+Leader 15 North Main Street Wilkes-Barre, PA 18711

Golden Care Home Health Seeking FT nurses. Exc. wages, Mileage, BC/Shield, dental & vision. Vacation, personal & sick time. Work every 3rd weekend. JCAHO accredited. EOE. Call Marge/Eileen 824-2883 or 1-800-747-0113

ROOFER Must have a vehicle and license. Call 735-7663

Upscale hotel accepting applications for breakfast, lunch and dinner prep cooks, banquet cooks, and dishwashers AM/pm competitive wages apply at best western east moutain in 2400 east end bldv wilkes-batre 570-822-1011ext. 193

You're Our Success Join Our Blue Ribbon Team!

ZONE MANAGER Full time 2nd shift vacancy in our Environmental Services department to plan and direct the functions of our hospitality services. Successful candidate will have at least 2 years management experience in a related field. Preference will be given to those with specialized training in business management, technical housekeeping, food, and maintenance courses.

RADIATION THERAPIST Full time 1st shift opening to work in our outpatient Cancer Treatment Center at Divine Providence Hospital - Must hold current AART registration and have current CPR registration.

CARDIOVASCULAR TECHNICIAN Full time positions for graduate of a cardiovascular technology program with one year of experience or two years experience in adult catheterization laboratory for non-graduate of CT program. Registration required within 24 months of employment.

Learn more about us by visiting our website at shscare.org Send your resume or apply in person Employment Services 1100 Gramplan Blvd. Williamsport, PA 17701 Fax 1-800-655-7204 E.O.E.

Susquehanna Health System Divine Providence Hospital - Muncy Valley Hospital The Williamsport Hospital & Medical Center

TEMPORARY FULL TIME PROCESSOR To help sort and tag clothing donations. Monday - Friday. 7:00 am to 3:30 pm Contact Gene: The Salvation Army Warehouse 739 Sans Souci Pkwy. Hanover Twp.

OPERATING ROOM/PACU REGISTERED NURSES Berwick Hospital Center currently has the following nursing positions available: RN (PACU) Per Diem 1st Shift RN (OR) Full Time Rotating RN (OR) Part Time 1st Shift 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 EOE

SANDWICH MAKER SUBWAY Smiling faces needed. Full & part time positions available. Apply: SUBWAY. 170 Laurel Plaza, Pittston 23 Gateway Shopping Center, Edwardsville, 801 Wyoming Ave., West Pittston. & 850 Sans Souci Parkway, Hanover Twp.

CLEANING MAINTENANCE PERSON NEEDED

DIRECTOR OF EMERGENCY SERVICES Berwick Hospital Center has an immediate opening for an experienced person to manage our Emergency Department. Applicant should have a PA RN License and ACLS Certification. Prior work experience in an Emergency Department required. Leadership skills a must. 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 EOE

SALES LOCAL May Grads start to 28K Several outstanding opportunities exist for professional high energy recent college grads. These are entry level sales positions where 1st year income is 45k at target. Contact Hugh Gallagher, Cambridge search 610-439-5165 email: cambridge@fast.net

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