

Corporate Banking Officer

Pennstar Bank, the largest community bank headquartered in Northeast PA has an immediate opening for a Corporate Banking Officer in our Commercial Lending Department.

The candidate will be responsible for new business development activities, dealing with large, high net worth customers and complex transactions.

Qualifications will include BA in Finance or Business preferred. Minimum 5-7 years experience in banking or related field. Must have strong sales orientation and solid lending skills. Effective oral and written communication skills as well as strong business development and organizational skills are needed for this position.

Salary commensurate with experience. Excellent benefits package. For consideration, please forward resume and cover letter to:

Pennstar
BANK
Attention: Human Resources
409 Lackawanna Avenue, Suite 201
Scranton, PA 18503-2045
Equal Opportunity Employer M/F/D/V

POLYSOMNOGRAPHIC TECH

Community Medical Center Healthcare System seeks a registered Polysomnographic Technologist (RPSGT) for a full time position in our Sleep Center. CPR certification also required. We offer a competitive salary and attractive benefits program. For consideration, please send resume to:

HUMAN RESOURCES

COMMUNITY MEDICAL CENTER HEALTHCARE SYSTEM

1822 Mulberry St.
Scranton, PA 18510
or FAX to (570) 969-8640

We are an equal opportunity employer

DENTAL ASSISTANT

Full time, for Orthodontic Practice. Experience a definite plus.

Send resume to:
313 S. Mountain Blvd
Mountaintop PA 18707
or call 474-7878

Help Wanted 270

CUSTOMER SERVICE REP

Immediate Opening!! Seeking a self-motivated individual with flexible schedule and out-going personality for opening in Wilkes-Barre office. Previous customer service and telemarketing exp. preferred. Position offers excellent growth potential, bonus plan and great benefits. Send resumes to:

LABOR READY

320 S. Pennsylvania Ave
Wilkes-Barre, PA 18702
Fax: (570) 825-6090

DELIVERY

P/T DELIVERY OPPORTUNITIES

The Times Leader is looking for independent contractors for the following areas:

- Motor Routes
- Noxen
- Sweet Valley
- Hunlock Creek

Carrie Routes

- Shavertown
- Dallas

Earn \$800 to \$1500/month

Motor routes are tube delivery, no collections; routes vary from 40 miles a day to 80 miles per day.

Carrier routes are orch delivery with limited collections; low miles

Call: (570) 829-7206

Diesel Mechanic

Full or Part time Evenings & Weekends

T.J. McGeehan Sales & Service

1822 White Haven PA. Immediate position available for a qualified technician to perform maintenance and repairs on heavy duty truck/trailer. Applicant should possess the following qualifications:

- Cummins Diesel Knowledge
- Air Brake Service & Repair
- Fuller/Eaton Driveline Knowledge
- Ability to Communicate Clearly

We offer excellent working conditions, competitive salary, retirement and benefits package.

Call 1-570-443-8224 for a confidential interview.

ESTIMATOR

Marx Sheet Metal & Mechanical, INC. is currently looking for mechanical estimator. Project management a plus. Benefits included. Interested applicants should submit their inquiries to:

MARX SHEET METAL & MECHANICAL
P.O. Box 890
Wilkes-Barre PA 18703

EDUCATION

Assistant professor to assume major role in undergraduate teaching with a focus on teaching Reading courses: Foundations of Reading, Teaching of Reading, and Content Area Reading. Tenure track position begin August, 2001. Responsibilities also include teaching the Introductory Education course-Effective Teaching, advising undergraduates, and supervising student teachers. Candidates should have experience in the use of technology for instruction. Earned doctorate or ABD in education required as is K-12 teaching experience and reading certification. Teaching at the university level and supervising student teachers are highly valued. Wilkes-University is an equal opportunity employer. Send letter of application, three letters reference letters, transcripts, and vita by June 30, 2001 to:

Dr. Diane Polachek, Chairperson,
Department of Education and Psychology,
Wilkes University, Wilkes-Barre, PA 18766
e-mail polachek@wilkes.edu
Review continues until filled.

Construction

SITE INSPECTOR

A national construction firm has an opening for a Site Manager to oversee and examine all phases of construction to ensure compliance with contract specifications. Knowledge of the contract, drawings, specifications, applicable codes and standards, testing procedures, construction schedule, and OSHA Construction Safety Standards. Excellent written and verbal communication skills are required. Candidate must have at least 4-10 years construction inspection experience or a Bachelor's degree in Engineering Architecture or related technical degree and 2-6 years construction inspection experience. NICET, ICOB certification preferred. Send resume: Tim Mason, URS Corporation/O'Brien Kreitzberg, 200 South 18th Street, Harrisburg, PA 17104. Fax resume 717-238-2350/AA/EEO No phone calls please.

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

Help Wanted 270

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 have a degree or certificate in Electronics Technology. A background in consumer electronics would be a plus. A valid PA driver's license is required along with willingness to work overtime as needed. 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.

GROUP MANAGER

Wenco Windows, a privately held window and door manufacturer in Northeast PA, has immediate opening for first line production manager. Applicants must possess a B.S. or B.A. degree, preferably with emphasis in production or management training. Candidates should have a deep interest in manufacturing processes and equipment, quality control, customer service and leading people. The ability to effectively communicate both orally and in writing, adeptness on the computer and problem solving abilities are required. Responsibilities include leading a production team of 15-25 employees using lean manufacturing techniques, following production schedules and training employees. Compensation includes:

- salary commensurate with experience
- production bonuses after training period
- 2 wks. paid vacation after one year of service
- profit sharing/401k/stock options/medical/life insurance
- disability plans

Wenco Windows is part of Jeld-Wen, Inc., one of the world's largest window manufacturers, with 15,000 employees worldwide.

Qualified candidates send resume to:
Wenco of PA
P.O. Box 259
West Main St.
Ringtown, PA 17967

HOUSEKEEPER/COOK

Church Rectory PT weekly 16-20 hrs wk call 258-0163

HOUSEKEEPERS

Come join our team Full Time positions Competitive starting wage Special benefit package Apply in person: Hampton Inn 1063 Hwy 315, Wilkes-Barre Next to Woodlands Across from Motor World

HAIR STYLIST

Full time position avail. in busy west side salon. Call 288-4419

HAIR STYLIST & NAIL TECH

For busy Salon and day spa. FT or PT positions available. Aveda concept Salon & Spa. Excellent salary & commission for the right person. Call for confidential interview. 655-6113

JANITORIAL

Local co. now hiring FT or PT personnel. 2nd & 3rd shift hrs. Good starting salary. Call 823-7925

MASON'S & LABORERS

Experienced. Also will be working in general construction. Must have own transportation. 477-2182 ask for Dave. D G Masonry

HEINZ

Are you looking to build a career in a fast paced manufacturing environment? Do you have the desire and positive attitude that would allow you to gain experience? Are you looking for a change? Heinz Pet Products, Bloomsburg, PA may have that opportunity for you.

Requirements: Ability to work a 12 and 2 schedule (12 days on, 2 days off) which provides built in overtime. Handling wet and dry pet food ingredients up to approximately 50 pounds and operating a variety of production equipment. Ability to comprehend written and verbal standard operating procedures. Desire to learn various jobs. Positions available will primarily be 2nd and 3rd shifts.

Benefits: Starting rates range approximately \$10.89 - \$11.22 depending on the job. \$25 adjustments each quarter until fully rated (1 year). Bid process that allows for progression. Tuition reimbursement for skills enhancement. Stock Purchase Program, 401K & Pension, Medical, Prescription Drug & Dental coverage. Short/long term disability. Paid holidays, personal days, paid vacation, perfect attendance recognition days. Company store. Qualified applicants may submit applications or resumes by Thursday, May 31, 2001, by choosing one of the following:

Register at any of the following Job Centers:
Berwick, Hazleton, Shamokin, Sunbury, Wilkes-Barre
or Fax resume to the Human Resources Department of
Heinz Pet Products at 570-387-0846

Due to the expected response, only those applicants considered to be candidates would be contacted. Heinz Pet Products is committed to the Equal Employment of all individuals. We encourage qualified female and minority candidates to apply.
EOE M/F/D/V

MAINTENANCE SUMMER HELP

Local non-profit organization looking to hire responsible, energetic individuals for summer maintenance jobs. Duties include exterior painting, minor exterior home repairs, lawn care, and light maintenance chores. Salary \$8.00/hour plus bonus based on performance. Interested individuals should call the

Human Resources Department at
1-800-822-0359 between
8:30 a.m. and 5:00 p.m.

CALL CENTER MANAGER

Local Call Center seeks Call Center Manager to coordinate, plan and manage all Client Service Operations. Individual will act as liaison between the corporate office and field personnel as part of customer related functions. Responsibilities will also include the supervision of supervisors, specialists, team leaders and overall leadership of representatives. Other requirements include but are not limited to recruitment of staff, department design, necessary training, reporting, and staffing of center.

Successful candidate should possess 5 - 7 years Call Center Management experience as well as proven analytical and communication skills to assist organization with customer presentations. Individual must demonstrate motivational, planning and problem solving abilities. PBX, ACD and call center reporting package experience a must. Experience with a 24/7 multi-site environment a plus.

Please submit resume and salary requirements in confidence to:

BOX 2886
TIMES LEADER
15 N. Main St.
Wilkes-Barre, PA 18711-0250

MAINTENANCE PERSON

Wanted for a Municipal Authority. Experience desired, but not absolutely necessary. The applicant must be over 18 years of age. The benefits are very generous, salary depends upon experience. Applications can be obtained at

Harvey's Lake Municipal Authority,
Route 415,
Harveys Lake, PA
639-1042 or
639-1979 EOE

COOPER'S SEAFOOD WATERFRONT

FT/Part time Line Cooks, 2nd shift & weekends.
• Excellent Wages
• Yearly Performance Appraisals
• Free Meals
• Vacation pay & medical benefits
Why not see for yourself why so many chefs have decided to make a career here at Coopers. Apply in person:
304 Kennedy Blvd.
Pittston, PA.

Help Wanted 270

PROGRAMMER ANALYST

Blue Cross of Northeastern Pennsylvania seeks a highly motivated, career-oriented individual to join our Information Technology team. Our Programmer Analyst position involves analyzing and evaluating user requirements in order to code and test computer programs. In addition, you will design, develop and implement computer programs and systems using structured coding methods and standard application development methodology. Qualified applicants will possess an Associates Degree in Computer Science or related field plus 2 years of progressive programmer analyst experience or significant work experience may be considered in lieu of degree. Full time position. Apply in person: 8:00 am - 5:00 pm M-F

PRODUCTION WORKERS

Full Time Growing area company seeking production workers. No experience necessary, will train. Forklift experience definite plus. Day Shift, M-F attractive benefit package. Apply in person: 8:00 am - 5:00 pm M-F

RESIDENTIAL WORKERS

Social Services agency has FT & PT positions avail. in group home settings with mentally challenged individuals. Rate ranges from \$7.75 to \$8.00/hr. Complete benefits pkg. for FT employees. Applicants must be at least 18 yrs of age and have a valid driver's license. Experience &/or education helpful but not necessary. Call the institution: 288-9396 for more info E.O.E.

RESIDENTIAL ADVISOR

MANAGEMENT & TRAINING CORP. at the Keystone Job Corps Center in Drums, PA, has an immediate opening for a full time Residential Advisor.

RESTAURANT COOPER'S SEAFOOD WATERFRONT

Part time Line Cooks, 2nd shift & weekends.
• Excellent Wages
• Yearly Performance Appraisals
• Free Meals
• Uniforms
• Vacation pay & medical benefits

Why not see for yourself why so many chefs have decided to make a career here at Coopers. Apply in person:
304 Kennedy Blvd.
Pittston, PA.

RESTAURANT CHIEF WANTED

For busy Restaurant, excellent pay please reply to 430-0186

WAIT STAFF

DISH WASHER (PT) BARTENDER CHEESEBURGER Truckee, Call after 2pm. Mike or Dennis. 696-4545.

DIET COUNSELOR/ SALES

Responsible for marketing, sales, & customer service at the Wilkes-Barre location. Ideal for someone who enjoys working with people & is health oriented. Part & full time hours, hourly rate + commission + added incentives.

Call Karen between the hours of 8am to 1pm or 4-8pm or leave message on answering machine.

Call 822-4500
EOE

HEALTHCARE MARKETING/SALES

CP02/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 in the Health Care Industry or Pharmaceuticals, 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:

CP02/ROTECH MEDICAL, 227 STEWART ROAD
WILKES BARRE, PA 18706
ATT: Renee Kurtzweil.

Help Wanted 270

LUZERNE NATIONAL BANK

Main Office Position Full time Loan Clerk 1 Loan administrative skills and collection of past due customers required. Must obtain excellent organizational and communication skills. Approximate hours Monday-Thursday 8:30a.m.-4:30p.m. Friday 8:30a.m.-5:00p.m. Every Saturday from 9am-12pm. Part time Teller Must possess excellent communication skills along with a friendly and pleasant personality. Sales capability is a plus. Hours Monday-Friday 1:00 pm.-4:00 or 5:00pm. Every Saturday from 9am-12pm. Part time Proof Operator Must be able to use an adding machine and have the ability to work in an expeditious pace environment. Hours Monday-Friday 2:00 pm.-5:00pm. Every other Saturday for approximately 3 hours. Sunshine Market Full time Sales Rep. This position requires excellent sales experience. Retail and/or teller experience a plus. Hours 10:00 a.m. - 7:00p.m. Monday-Friday. Vacation and 40K retirement plan. Swoyersville Office Part-time Teller Must possess excellent communication skills along with a friendly and pleasant personality. Sales capability is a plus. Hours Monday-Friday 1:00 pm.-4:00 or 5:00 pm. Every Saturday from 9am-12:00pm. Benefit package for full time positions includes Medical, Dental, Eye Care, 401K, Paid Vacation and Sick time, and Life Insurance. Please send/fax resume with salary requirements and/or apply in person: HUMAN RESOURCE DEPARTMENT P.O. BOX 156 LUZERNE, PA. 18709 FAX: 570-283-3419

MORTGAGE LOAN UNDERWRITER

HNB Mortgage a division of the Honesdale National Bank is recruiting an underwriter with knowledge of FNM/MLHC underwriting guidelines. This position is full time and located at our Wilkes-Barre office. It offers a competitive wage full benefits that include health vision and dental coverage 401K and educational reimbursement. Please call 1-880-0426-4864 for further details. E.O.E. M/F/D/V

NURSING

Small Rural Skilled nursing facility needs to fill the following positions to complete its staff:

- 3-11 R.N. Full or Part time
- Dietary Aid, 25 Hrs. per week
- 3-4 Full or part time for 1st & 2nd shifts
- Maintenance Supervisor For less stress, excellent rates & benefits.

Bonus Sign on

Call Debbie 639-1885 E.O.E.

Owner/ Operator Couriers

With mini or full size van, for info call 4650 afternoons

REALTOR

Exp. PA licensed realtor needed for busy commercial department. For confidential interview call 570-443-9555. Ask for Robert Ludgate.

Help Wanted 270

OPTICAL FT/PT

Immediate opening, 7:30 am to 4pm. Finishing Dept - Lensometer Final Lens Inspection. Experience required. Excellent wage & benefit pkg. for full time. Apply in person 9 am - 5 pm M-F or send resume to: Luzerne Optical Lab Limited 180 N. Wilkes-Barre, Blvd. Wilkes-Barre, PA. 18703

PERSONAL CARE AIDE

Help needed for personal care aide. All shifts available. Fernwood Manor, Main Rd Sweet Valley. Call Valerie or Carol 477-3255

POLICE OFFICER

The Warrior Run Police Dept will be accepting applications for part time (32 hours a week) police officer. Act 120 is required. Apply or send resume to Warrior Run Boro Front & Hanover Sts. PA 18706

PRODUCTION SUPERVISOR

Local vinyl window manufacturer is seeking experienced line supervisor for expanding operation. Window fabricator experience preferred. Excellent salary and benefit package. Send resume to: BOX 2892 Times Leader 15 North Main Street Wilkes-Barre, PA 18711-0250

SHIPPING POSITIONS

Currently seeking candidates for FULL TIME and PART TIME positions at our Lafin Distribution Center for day shift and afternoon shift. Prior experience in order fulfillment and/or shipping desired. If interested, apply in person at the Offset Paperback Distribution Center located in Valley Distributing Complex in Lafin or at the Personnel Department at Offset Paperback, 101 Memorial Highway, Dallas. E/O/E

MECHANIC

Applicants must be capable of working on complex hydraulic systems and also lathes, robotics and product handling systems. Applicant must be able to read blueprints and schematics and possess excellent troubleshooting skills. Good communication and record-keeping skills are required. All applicants are required to have their own tools. A vocational school graduate or an Associate Degree in Mechanical Engineering is a plus.

Send resume to:
Louise Pawlowski
Chamberlain Manufacturing Corporation
156 Cedar Ave., Scranton, PA 18505
EOE M/F/H/V

MAINTENANCE

A local manufacturer has an opening in the Maintenance Department. A mechanical and/or electrical control background is required. Job responsibilities include maintaining gas and oil fires, preventive maintenance and troubleshooting of utility systems including boilers and ammonia. Computer controlled equipment training will be included. Excellent pay and benefits.

Send resume to:
BOX 2876
TIMES LEADER
15 North Main Street
Wilkes-Barre, PA 18711

CARPENTER

Vinyl window installer. Must have valid PA drivers license. Northeast Window, Inc. 654-4220

Help Wanted 270

RETAIL PRODUCTION

Plymouth Area Thrift Store needs dependable production workers. Light lifting 7 AM to 3:30 PM SHIFTS openings. Good starting rate w/ benefits Apply Community Family Services 102 Martz Manor Plymouth, Pa. 779-4570

RETAIL SALES

Established NE PA retailer seeking a mature person to sell high end merchandise. Flexible retail hours. Submit resume to:
Personnel Director
P.O. Box 1253
Kingston PA 18704-0253

RN'S NEEDED

To function in a supervisory capacity in the Wilkes-Barre area. RN's and CNA's needed for staff relief on all shifts. Call LORIMAR at 451-1181

SALES ASSISTANT

Morgan Stanley has an opening for a Sales Assistant. Business experience should include (1+ years) along with excellent communication, administrative and PC skills required. Series 7 License a plus. Includes Salary and Benefits package. Please send Resume to: Morgan Stanley, P.O. Box 5030 Station A, Wilkes-Barre, PA 18710 ATTN: Pam White, Morgan Stanley is an Equal Opportunity Employer

SECRETARY/RECEPTIONIST

HEALTHSOUTH, the nation's leading provider of outpatient rehabilitation has an opening for a secretary/receptionist. Duties will include greeting & registering patients, providing clerical/secretarial service including transcription & patient insurance per certification/verification. For immediate consideration, please send your resume to:

HEALTHSOUTH

667 North River Street
Plains, PA 18705
HealthSouth is an EOE employer

STONE SHOP FABRICATORS/INSTALLERS

Needed for new facility in Scranton area. Exp. preferred & work with engineered & natural stone. Competitive wages & full benefit pkg. Call Pat 570-383-3988

Help Wanted 270

RISK & SAFETY MANAGEMENT SPECIALIST

Seeking full-time motivated individual to work independently to administer a Corporate Safety Program. Direct report to the HR Director. Experience with OSHA, Workers Compensation, FMLA, ADA, MSDS, Bloodborne Pathogens, and Department of Transportation Regulations required. Associate degree with 4 year related experience or BA/BS with two year related experience required. MS Office skills required.

QA and training experience preferred. Competitive salary. Excellent benefit package includes:

- family health insurance, dental, vision, paid leave time, pension, AD&D, LTD, life, EPA, 401K.

Interested applicants may submit resume by Monday May 28, 2001:

American Red Cross
Northeast Pennsylvania Region
P.O. Box 420
Wilkes-Barre, PA 18703-0420

Attention: Human Resources Department EOE M/F/D/V

★ SERVICE MANAGER ★

Construction equip. co. seeking shop manager with administrative, supervisory, and computer skills. Call 788-1127 for interview.

STONE SHOP FABRICATORS/INSTALLERS

Needed for new facility in Scranton area. Exp. preferred & work with engineered & natural stone. Competitive wages & full benefit pkg. Call Pat 570-383-3988