

DRIVERS
Class A & B, Must be reliable. Must be flexible with work hours. No weekends. Competitive salary & benefits available.
Call Steve
at Dove Industries
826-0870 between
8am & 4pm
Monday - Friday.

DRIVERS NEEDED
Large, fast paced growing distributor seeks individuals to drive straight truck. Generous benefit package. Driving experience required. Apply in person to: Klein


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
M-Wed or Fri 9-11 & 2-4
We only accept applications on our forms. Offering excellent hourly rate, medical dental benefits, paid holidays & vacation + pension plan. All inquires held in strict confidence.
eee

ASSISTANT
Part - Time
Back Mt. office needs assistant to type, file, answer phone and track jobs. Must be detailed, organized and reliable.
Please Call
674-3840

ROBOTIC WELDER OPERATORS
3RD Shift
NO PHONE CALLS PLEASE
Apply in person:
9am-3pm
1 Clark Rd. Duryea

REXEL
Formerly ANESCO
Has an Opening for an
INSIDE SALES PERSON
With electrical Experience
Forward your resume to:
REXEL
PO Box 1053, Kingston, PA. 18704
Atten: Operations Mgr.
Or drop off at 517 Pierce St.
Kingston, PA 18704

HOME CARE POSITIONS
Geisinger Home Care a program of Geisinger Health System, has immediate openings for the following positions in its Wilkes-Barre office:
REGISTERED NURSES
FLEX- Identify health problems and provide restorative, supportive, and preventative nursing measures to individuals in their homes. The successful candidates must be graduates of an accredited school of nursing and have a current PA RN license. Requires a minimum of two years' clinical experience and one year home health experience. Requires a current PA driver's license and a vehicle available for work.
HOME HEALTH CARE AIDES
FULL-TIME & FLEX- Provides for or assists with activities of daily living. Demonstrates aseptic technique and safely performs clinical procedures within the scope of practice for the home health aide. Reinforces health teaching to the patient, caregiver and family members. High school diploma or equivalent required. CNA certification required. Previous home health experience preferred.
OFFICE ASSISTANT
FLEX- Provides secretarial support to the program on a per diem basis and reports directly to the Home Care Nurse Manager. The successful candidate should possess excellent organizational and communication skills, knowledge of Microsoft Word, and ICD-9 coding. Minimum of two years clerical experience, high school diploma, and knowledge medical terminology required. Home health experience preferred. Geisinger Health System offers a competitive salary and excellent benefit package. Applications will be accepted through July 6, 2001. Interested candidates should submit a resume to:
Doug Chiado,
Geisinger
Human Resources
100 N. Academy Ave.,
Danville, PA 17822
E.O.E. M/F/H/V

SALES
Don't tell me there are no good Jobs out there. Earn over \$1,000 + per week at one of the Pocono's Finest Resorts. Base pay plus bonus. Will Train.
Call 570-722-8910
Mr. King

SENIOR TRUST OFFICER
Community Bank & Trust Co., is seeking an experienced sales/consultative individual for leadership role in growing the Bank's Trust and Financial Services portfolio. The successful candidate must have excellent interpersonal and communication skills, ability to demonstrate business development skills and a proven sales record with a variety of financial products. Qualifications include a four year college degree and specialized trust operations training with 5+ years of trust administrative experience. Please forward resume and salary requirements to:
Human Resources Manager
Community Bank & Trust Co.
P.O. Box 480
Clarks Summit, PA 18411
We are an
Equal Opportunity
Employer and Affirmative Action Employer.

DRIVERS OWNER OPERATORS
HASSLE FREE PROGRAM
LET US HANDLE THE PAPERWORK FOR YOU
• 90c/mi all NE miles + Fuel Surcharge
• Home based • Pd Authorized Tolls
• Base plate program avail. • 95% No-Touch Freight • Pd. Fuel & Road Taxes • Free Permits
• Gross \$1,800-\$2,500 wk
Campo's Express is looking for
Exp'd O/O w/ current class A CDL
1-800-326-9568 X5557

HOUSE PERSON/ MAINTENANCE
Full Time, must be flexible. Apply in person:
Wyoming Valley Country Club,
1695 S. Main St.
Wilkes Barre

HOME HEALTH CARE AIDES
FULL-TIME & FLEX- Provides for or assists with activities of daily living. Demonstrates aseptic technique and safely performs clinical procedures within the scope of practice for the home health aide. Reinforces health teaching to the patient, caregiver and family members. High school diploma or equivalent required. CNA certification required. Previous home health experience preferred.
OFFICE ASSISTANT
FLEX- Provides secretarial support to the program on a per diem basis and reports directly to the Home Care Nurse Manager. The successful candidate should possess excellent organizational and communication skills, knowledge of Microsoft Word, and ICD-9 coding. Minimum of two years clerical experience, high school diploma, and knowledge medical terminology required. Home health experience preferred. Geisinger Health System offers a competitive salary and excellent benefit package. Applications will be accepted through July 6, 2001. Interested candidates should submit a resume to:
Doug Chiado,
Geisinger
Human Resources
100 N. Academy Ave.,
Danville, PA 17822
E.O.E. M/F/H/V

STATISTICIAN
Blue Cross of Northeastern Pennsylvania, a preeminent community-based health insurance company boasting a strong regional history, is currently seeking a highly motivated individual for the position of Statistician. Functioning in this role, the successful candidate will be responsible for the implementation of statistical techniques and analyses that support corporate initiatives to include quality improvement, customer service and medical management activities. This position requires the ability to manipulate data and implement statistical techniques utilizing various statistical software. To qualify you must have a Bachelor's Degree in quantitative field with an emphasis in math, statistics, computer science, accounting or finance with a minimum 3 to 5 years experience in a statistical/mathematical field. Excellent computing skills, including SAS, MS Excel, Word and database management. Minimum two years computer programming skills. Excellent communication skills, including writing and presenting reports.
We offer a competitive salary and excellent benefits package. For consideration, please forward your resume and salary requirements to: Blue Cross of NEPA, Attn: TL-0075, 19 N. Main St., Wilkes-Barre, PA 18711. Email: resumes@bnepa.com or fax (570)200-7627. Browse through our Career Opportunity page at www.bnepa.com
EOE M/F/H/V

Service TECHNICIAN
Connected Office Products Inc., East coast's fastest growing office Automation Company is in need of a field service technician. Experience required but willing to train the right individual to service photocopiers and laser printers. We are looking for a reliable, team player with a good driving record. Unlimited earning potential, excellent working conditions and benefits package.
For more information please contact Tiffani@
877-462-5624 ext. 200 or
Fax resume to
610-821-1466 or email to
tgruver@blochbusiness.com

COMPUTER AUCTION
Laptops, 17" Monitors, New Systems
Ashley, PA, 43 S. Main Street
DIRECTIONS: At The Auction Company Facility, From I-81 Exit 44 onto Rt. 29, Exit 1 from Rt. 29, Make a right, go 1 mile. Auction house on your left.
THURSDAY, JUNE 28TH, 6:20PM.,
PREVIEW 5:20 PM
Computer Equipment: Pentium & 486 Computers sold to the highest bidder. Accessories: Pentium Chips, Monitors, cases, speakers, logics, sound cards, hard drives, memory, mice, keyboards, CDs, inventory subject to change. www.keystoneauctioneers.com
Terms: CASH, VISA, MC, CHECK

FURNITURE REPAIR
Prep work for deliveries, upholstery & wood. Some knowledge of furniture construction required. Experience is a plus. Full or part time. Competitive wages/benefit Pkg. included.
Call Lew or Gail 883-9311
M-F till 4:30pm E.O.E.

OFFICE ASSISTANT
FLEX- Provides secretarial support to the program on a per diem basis and reports directly to the Home Care Nurse Manager. The successful candidate should possess excellent organizational and communication skills, knowledge of Microsoft Word, and ICD-9 coding. Minimum of two years clerical experience, high school diploma, and knowledge medical terminology required. Home health experience preferred. Geisinger Health System offers a competitive salary and excellent benefit package. Applications will be accepted through July 6, 2001. Interested candidates should submit a resume to:
Doug Chiado,
Geisinger
Human Resources
100 N. Academy Ave.,
Danville, PA 17822
E.O.E. M/F/H/V

SPECIAL EDUCATION COUNSELOR
For the resident camp, **Camp Kresge**. The program will be held from July 1 thru July 27. A degree in social work or special education is required. Send resume c/o **Wilkes Barre Family YMCA,**
40 W. Northampton St.
Wilkes Barre, PA 18701

TRUCK TECHNICIANS
EXPERIENCED WANTED
Are you getting paid what your worth?
Class "A" Techs Start At \$16/hr
Class "B" Techs Start At \$14/hr
Class "C" Techs Start At \$10/hr
Mechanics Helper Start at \$8/hr
Great benefits, factory training, overtime.
Apply to:
Ed love
West End International Trucks
Valmont Industrial Park
West Hazleton, Pa (570)454-0886

Keystone State Auctioneers, Inc.
Your Auctioneer's Auctioneer
Jim Chamberlin PA # AU-003486-L
Chris Gerould PA # AA-002682-L
Asset Recovery for Hospitals, Educational facilities & Computer Companies

GAS FOREMAN AND LABORER
Needed for large and progressive utility contractor, in the Lehigh Valley Area. Salary for qualified Foreman-up to \$22. per hour plus benefits.
Please call John at 908/689-0727
for an interview.
An EEO M/F/D/V

DRIVER
Tri-Axle
Dump Truck
570-868-8375

Tunkhannock Manor Personal Care
Currently has the following positions available:
LPN - PT, 11-7 / **PCA** - PT, 11-7
Interested candidates should be dedicated, compassionate and dependable. We offer a competitive salary and will pay for experience.
Apply or call at
Tunkhannock Manor
50 W. Tioga St., Tunkhannock, PA 18657
(570) 836-2983
E.O.E.

DRIVERS TEAM
Immediate openings for experienced qualified Tractor Trailer Drivers.
WE OFFER:
♦ 2001 Double bunk Conventionals
♦ Above average mileage rate
♦ 95% drop and hook operation
♦ Guaranteed home two days Weekly!
♦ Paid Family Life & health Ins.
♦ Full Dental and eye Coverage
♦ Paid Vacations and Holidays
♦ 401-K Retirement
♦ Bonus Program... And More
Applicants must have at least one year experience and possess a valid Class A CDL with an H or X endorsement.
CALL TODAY!
800-203-7402

ACTUARIAL ANALYST
Penn Millers Insurance Company currently has an opening for an Actuarial Analyst. Responsibilities include conducting rate analysis for new and current programs in response to market competition, preparation of rate filings, developing, maintaining and analyzing loss and LAE reserves and preparing experience reports for various programs. Successful candidate will possess a degree in Mathematics, Accounting or related field, proficiency in Microsoft Word and Excel, excellent mathematical and communication skills. We offer a competitive compensation and benefit package. Interested applicants please e-mail resume to: psita-holdings@millers.com or fax 570-829-2060
ASPHALT PAVEMENT/ SCREED OPERATOR
ASPHALT ROLLER OPERATORS
ASPHALT LABORER
ASPHALT CREW FOREMAN
Local construction seeks full time personnel for the above positions. Salary based on experience. Paid Holidays, Vacation, Dental & Medical Ins. 401k and more. EOE
Apply in person at: Pikes Creek Site Contractors, RR#2 Trojan Road, Hunlock Creek, PA.
AUTOMOTIVE TECHNICIAN
Experienced foreign car technician. Small shop, no lay offs, good salary & benefits. Call or interview. 829-1050
DREIER
Downtown W-B
829-1050

NUCLEAR MEDICINE TECHNOLOGIST
SIGN ON BONUS AVAILABLE
Moses Taylor Hospital has an immediate opening for a Nuclear Medicine Technologist for our Imaging Department. Qualified candidates possess an ARRT certification. Must also be registered in Nuclear Medicine.
Moses Taylor Hospital Human Resources Dept.
700 Quincy Ave
Scranton, PA 18510
(570) 340-2027 (570) 340-2742 fax
NancyS@MTH.org
Moses Taylor hospital is a drug free workplace
EOE M/F/H/V

HEAD MEN'S SOCCER COACH
King's College has an opening for a part time Head Men's Soccer Coach. This coach will organize and administer all aspects of this varsity athletic program.
Interested applicants should forward their resume and letter of interest to:
King's College
Human Resources Dept.
133 North River Street
Wilkes-Barre, PA 18711
E.O.E.

SHOP HELPER FULL-TIME
Various duties, assist Mechanic.
Minimum of \$9.00 per hour.
Hours: Thurs., Fri., Sat., & Sun
6:00am- 4:00 pm Mechanical
experience a plus. Apply at:
RK HYDRO-VAC
1011 OAK ST.
PITTSBURGH, PA 18640
CALL (570) 883-9522

TEACHERS NEEDED ON DAILY SUBSTITUTE BASIS
Valid PA teaching certificate required. EXCELLENT OPPORTUNITY for individuals seeking employment in school setting or interested in returning to education field. We will work with your availability. Call or write to RECRUITMENT OFFICE, Colonial IU 20, 6 Danforth Drive, Easton, PA 18045-7899, (610) 252-5550. EOE For all employment opportunities visit us at www.ciu20.org

CARPENTERS
Carpenters 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 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, EOE All inquires held in strict confidence.
Carpentry/Glass
Mesko Glass, Wilkes-Barre, is seeking individual with experience in the carpentry or glass trades. We need people to help us install glass doors and windows, both commercially and residentially. We are building a team of courteous professionals to continue our growth. We offer a competitive wage and benefit package including medical coverage, life insurance, vision, dental and 401k profit sharing plan. Interested applicants may contact Tom Sod at 822-8133 or come to our showroom at 696 Carey Ave., Wilkes-Barre to fill out an application.
CHILD CARE
Directors, Teachers & Aide positions open. Exp. nec., great pay w/ benefits, health insurance, vacation, sick, AFLAC, Bloom Child Enrichment Centers, Call 714-4206.
BAKER
Exp. preferred; Will train. Apply in person: **Butterwood Bakery** 1413 San Souci Hwy. 655-2911

PAINTER PAINTER'S HELPER
CALL
822-0082

TELEPHONE SALES/ SERVICES SUPERVISOR
Benco Dental Company, the nation's largest independently owned dental supply and equipment company, is seeking a proactive, energetic, enthusiastic individual to supervise our outbound telephone sales and services team. The department is responsible for generating appointments for our outside sales reps, servicing new and existing customers, and product upsells. Position requirements include excellent communication, computer, phone, and interpersonal skills; two years prior telephone sales/call management or supervisory experience preferred. We offer excellent growth opportunity and a competitive compensation package, including a flexible benefits program with five health insurance options, dental, vision, short/long term disability, life insurance, vacation/personal time, profit sharing, and a generous 401k retirement plan. Interested candidates may apply in person or submit resume to:
Benco Dental Company
Human Resources Dept.
11 Bear Creek Blvd.
Wilkes-Barre, PA 18702
Fax: (570) 820-3445
Email: HuResEML@benco.com
An Affirmative Action Employer
M/F/D/V

SALES COORDINATOR
Cleveland Brothers Equipment Company, Inc., Central Pennsylvania's premier distributor of Caterpillar and JLG Aerial equipment, has an opening for an Inside Sales Coordinator in our Rental Services Division at our Pittston, Pa location. Duties include coordination of rental fleet inventory, inside sales, working with members of the entire dealership to maximize rental utilization and profit. Applicant should have a college degree. We offer an excellent wage and benefits package including: Medical, Life, 401(k), Profit Sharing, Credit Union and more. For confidential consideration, please submit a resume to:
Cleveland Brothers Equipment Co.
Attn: Michael Connolly
590 Suscon Road
Pittston, PA 18640
Drug-Free Workplace
Affirmative Action Employer M/F/D/V

CERTIFIED SURGICAL TECHNICIAN
Part time ophthalmic scrub nurse for new ASC. Must be energetic.
SEND RESUME TO:
158 W-B Twp. Blvd.
Suite 201
W-B, PA. 18702
Attn: Loretta or fax to:
570-825-2645

NEVER BE LONELY AGAIN!!!!
Call 1-900-329-8310 ext 6221
\$2.99 per minute
Must be 18 years
Serve on wklys.
"619645-8434"
ST. MARY'S SCHOOL
522 Madison St. W-B
Office Hours
9am-5pm on wklys.
Call 823-8003
Entertainment 255
MADONNA TICKETS (2)
728 Drowned World Tour NYC
\$350 good seats 450-7384
Employment Services 260
SURFING 4 WORK
Positions posted daily
russell.net 570-821-5515
Help Wanted 270
NOTICE IS HEREBY GIVEN
That Letters Testamentary have been granted to Terry S. Saling in the Estate of Ruth W. Sicking, late of Wilkes-Barre, Luzerne County, Pennsylvania, who died on March 15, 2001. All persons indebted to said Estate are requesting to make payment and those having claims or demands to present the same without Terry S. Saling, Executor, c/o Stephen B. Killian, Esquire, Silverblatt & Townsend, 1400 Mellon Bank Center, Wilkes-Barre, PA 18701
Stephen B. Killian, Esquire
Silverblatt & Townsend
1400 Mellon Bank Center
Wilkes Barre, PA 18701
(570)823-5181
Help Wanted 270
ADMINISTRATIVE ASSISTANT
Fast paced title co, seeks enthusiastic individual to work in office setting. Responsibilities include general office work, answering phones, and dealing with customers. Will train the right individual, although prior exp. is a plus. For information call 570-825-3333 or fax resume to 570-825-6402 flexible hours avail.

RESTAURANT DELIVERY DRIVERS EARN \$100 PER NIGHT
Must have dependable vehicle & insurance.
If interested please apply at:
DOMINO'S PIZZA
154 S. Pennsylvania Ave. Wilkes Barre
49 Broad St. Pittston
700 Market St. Kingston
or leave message at
817-5866 EOE

TEACHERS NEEDED ON DAILY SUBSTITUTE BASIS
Valid PA teaching certificate required. EXCELLENT OPPORTUNITY for individuals seeking employment in school setting or interested in returning to education field. We will work with your availability. Call or write to RECRUITMENT OFFICE, Colonial IU 20, 6 Danforth Drive, Easton, PA 18045-7899, (610) 252-5550. EOE For all employment opportunities visit us at www.ciu20.org

NOTICE IS HEREBY GIVEN
That Letters Testamentary have been granted to Terry S. Saling in the Estate of Ruth W. Sicking, late of Wilkes-Barre, Luzerne County, Pennsylvania, who died on March 15, 2001. All persons indebted to said Estate are requesting to make payment and those having claims or demands to present the same without Terry S. Saling, Executor, c/o Stephen B. Killian, Esquire, Silverblatt & Townsend, 1400 Mellon Bank Center, Wilkes-Barre, PA 18701
Stephen B. Killian, Esquire
Silverblatt & Townsend
1400 Mellon Bank Center
Wilkes Barre, PA 18701
(570)823-5181
Help Wanted 270
ADMINISTRATIVE ASSISTANT
Fast paced title co, seeks enthusiastic individual to work in office setting. Responsibilities include general office work, answering phones, and dealing with customers. Will train the right individual, although prior exp. is a plus. For information call 570-825-3333 or fax resume to 570-825-6402 flexible hours avail.

LEGALS & PUBLIC SERVICES 100
NOTICE
NOTICE IS HEREBY GIVEN That Letters Testamentary have been granted to Terry S. Saling in the Estate of Ruth W. Sicking, late of Wilkes-Barre, Luzerne County, Pennsylvania, who died on March 15, 2001. All persons indebted to said Estate are requesting to make payment and those having claims or demands to present the same without Terry S. Saling, Executor, c/o Stephen B. Killian, Esquire, Silverblatt & Townsend, 1400 Mellon Bank Center, Wilkes-Barre, PA 18701
Stephen B. Killian, Esquire
Silverblatt & Townsend
1400 Mellon Bank Center
Wilkes Barre, PA 18701
(570)823-5181
Help Wanted 270
ADMINISTRATIVE ASSISTANT
Fast paced title co, seeks enthusiastic individual to work in office setting. Responsibilities include general office work, answering phones, and dealing with customers. Will train the right individual, although prior exp. is a plus. For information call 570-825-3333 or fax resume to 570-825-6402 flexible hours avail.

LEGALS & PUBLIC SERVICES 100
NOTICE
NOTICE IS HEREBY GIVEN That Letters Testamentary have been granted to Terry S. Saling in the Estate of Ruth W. Sicking, late of Wilkes-Barre, Luzerne County, Pennsylvania, who died on March 15, 2001. All persons indebted to said Estate are requesting to make payment and those having claims or demands to present the same without Terry S. Saling, Executor, c/o Stephen B. Killian, Esquire, Silverblatt & Townsend, 1400 Mellon Bank Center, Wilkes-Barre, PA 18701
Stephen B. Killian, Esquire
Silverblatt & Townsend
1400 Mellon Bank Center
Wilkes Barre, PA 18701
(570)823-5181
Help Wanted 270
ADMINISTRATIVE ASSISTANT
Fast paced title co, seeks enthusiastic individual to work in office setting. Responsibilities include general office work, answering phones, and dealing with customers. Will train the right individual, although prior exp. is a plus. For information call 570-825-3333 or fax resume to 570-825-6402 flexible hours avail.

SERVICE MANAGER
Mesko Glass, Northeast PA's leading full service glass company, is seeking a high energy, customer oriented individual to supervise the Commercial and Residential Glass service function in our Wyoming Ave., Scranton location. The ideal candidate will have a Business Degree and some supervisory experience in a service organization.
Qualities we are seeking:
• Good oral and written skills
• Proven analytical and problem solving skills
• Strong interest in learning and growing the business
We offer a competitive wage and benefit package which includes medical, dental, vision coverage, a 401k Profit Sharing Plan and life and short term disability insurance. If you have the experience and qualities we seek send a resume to:
Human Resources Director
Mesko Glass
801 Wyoming Ave.
Scranton, PA 18509.
EOE

THE GREATER NANTICOKE AREA SCHOOL DISTRICT is now accepting applications for employment for the following positions for the 2001-2002 school year.
SECONDARY SPANISH TEACHER
Applications can be obtained by calling the office of the Superintendent at 735-1270 between the hours of 8:00 a.m. and 1:00 p.m.
EOE

SALES COORDINATOR
Cleveland Brothers Equipment Company, Inc., Central Pennsylvania's premier distributor of Caterpillar and JLG Aerial equipment, has an opening for an Inside Sales Coordinator in our Rental Services Division at our Pittston, Pa location. Duties include coordination of rental fleet inventory, inside sales, working with members of the entire dealership to maximize rental utilization and profit. Applicant should have a college degree. We offer an excellent wage and benefits package including: Medical, Life, 401(k), Profit Sharing, Credit Union and more. For confidential consideration, please submit a resume to:
Cleveland Brothers Equipment Co.
Attn: Michael Connolly
590 Suscon Road
Pittston, PA 18640
Drug-Free Workplace
Affirmative Action Employer M/F/D/V

LEGALS & PUBLIC SERVICES 100
NOTICE
NOTICE IS HEREBY GIVEN That Letters Testamentary have been granted to Terry S. Saling in the Estate of Ruth W. Sicking, late of Wilkes-Barre, Luzerne County, Pennsylvania, who died on March 15, 2001. All persons indebted to said Estate are requesting to make payment and those having claims or demands to present the same without Terry S. Saling, Executor, c/o Stephen B. Killian, Esquire, Silverblatt & Townsend, 1400 Mellon Bank Center, Wilkes-Barre, PA 18701
Stephen B. Killian, Esquire
Silverblatt & Townsend
1400 Mellon Bank Center
Wilkes Barre, PA 18701
(570)823-5181
Help Wanted 270
ADMINISTRATIVE ASSISTANT
Fast paced title co, seeks enthusiastic individual to work in office setting. Responsibilities include general office work, answering phones, and dealing with customers. Will train the right individual, although prior exp. is a plus. For information call 570-825-3333 or fax resume to 570-825-6402 flexible hours avail.

LEGALS & PUBLIC SERVICES 100
NOTICE
NOTICE IS HEREBY GIVEN That Letters Testamentary have been granted to Terry S. Saling in the Estate of Ruth W. Sicking, late of Wilkes-Barre, Luzerne County, Pennsylvania, who died on March 15, 2001. All persons indebted to said Estate are requesting to make payment and those having claims or demands to present the same without Terry S. Saling, Executor, c/o Stephen B. Killian, Esquire, Silverblatt & Townsend, 1400 Mellon Bank Center, Wilkes-Barre, PA 18701
Stephen B. Killian, Esquire
Silverblatt & Townsend
1400 Mellon Bank Center
Wilkes Barre, PA 18701
(570)823-5181
Help Wanted 270
ADMINISTRATIVE ASSISTANT
Fast paced title co, seeks enthusiastic individual to work in office setting. Responsibilities include general office work, answering phones, and dealing with customers. Will train the right individual, although prior exp. is a plus. For information call 570-825-3333 or fax resume to 570-825-6402 flexible hours avail.