

CERTIFIED MEDICAL ASSISTANT
\$1,500.00 SIGN-ON BONUS FOR CLINIC NURSE
GEISINGER CLINIC
 Located in White Haven has a full-time Clinic Nurse/Certified Medical Assistant position available immediately. Position # is 2001-20ERHG. Performs duties associated with the Clinic Nurse or Certified Medical Assistant position. Sign-on Bonus of \$1,500 only applies to RN/LPN. Valid Penna. LPN/RN license is required for Clinic Nurse and valid certification is required for medical Assistant. Prior experience in a physician's office preferred. Computer skills required. Geisinger Health Systems offers a competitive salary and comprehensive benefit package. Geisinger Health System requires a completed application and/or resume and cover letter indicating title and position # applying for applications/resumes must be received by Monday, July 23, 2001 to be considered.
Geisinger Wyoming Valley
 Attn: Human Resources
 1000 East Mountain Drive
 Wilkes-Barre, PA 18711-3462
 570-826-7519
 visit our website: www.Geisinger.edu
 Affirmative Action Employer
 M/F/D/V
Geisinger
 Health System

LPN
 Golden Care Home Health is seeking nurses for home visits and personal care, work 24hr/wk. Every other weekend rotation. \$13/hr and mileage.

Call Jennie Saporito at 654-2883

PHLEBOTOMIST
 Part time
Call 655-9107

SERVICE TECHNICIAN
 Anderson Matl. Hdlg. Co.
 Has an immed. Opening for an organized individual w/ superior mechanical abilities to work out of our Wilkes-Barre/Scranton Office. Must possess minimum 5 yr. service exp., have basic hand tools and a valid Driver's license. Basic electrical and industrial controls skills a plus. Benefits include profit sharing, medical, vacation, and paid holidays. Send resume, including references & salary requirements to: 223 Wohlen Way, Lancaster, PA 17603 or call 717-392-8676, Ext. 120. Fax 717-393-4247, EOE. www/amhco.com
 ★★★★★★

SOCIAL WORKER
 Challenging career opportunity available for a Social Worker in the Berwick Retirement Village. Bachelor's or Master's Degree and experience in Geriatrics preferred. Background in utilization and discharge planning would be beneficial.
 Please send resume or apply in person to:
Human Resources Department
Berwick Hospital Center
 701 E. 16th Street
 Berwick, PA. 18603
 E.O.E.

Sears Logistics Services Need Extra Money?!!!
WAREHOUSE POSITIONS
 2nd & 3rd Shift Openings
 > Heavy Materials Handlers
 > \$8.00 Plus Shift Differential
 > Raise & Incentive Eligible In 90 Days
 > Benefit Eligible In 90 Days
 > Merchandise Discounts At Sears Store
 Call For IMMEDIATE INTERVIEWS
 Monday - Friday / 8:00AM-5:00pm
(570) 831-2013
 EOE M/F/D/V

WAREHOUSE YARD PERSON
 FT career position with 150 yr. old family owned bldg. materials distributor, job requires forklift operation, lifting, & loading. Position offers excellent company paid benefit package including group family medical insurance, life insurance vacation, retirement plan, & annual cash profit sharing.
 Kevin Comstock
 The Lumber Yard
 705 Casey Ave
 Wilkes-Barre
 570-826-0408

ASSISTANT STORE MANAGER
 Party City, the largest and fastest growing discount party superstore chain, is looking for an aggressive individual with strong organizational and store operation skills including POS experience. Candidates must have prior drug chain, supermarket or hard goods/discount store backgrounds. Position offers competitive salary based on experience plus benefit package. Please send resume and salary requirements to:
MRE ENTERPRISES, INC.
 Suite 304 Cross
 Creek Pointe
 Wilkes-Barre, PA. 18702
 E.O.E.

AUTOMOTIVE CLAIMS ADJUSTER- INSIDE
 This is a great opportunity for a recent tech school graduate or a mechanic seeking a career change within the automotive industry. Rapidly expanding locally based automobile warranty company is seeking a qualified person for an immediate opening in our Claims Department. Successful candidate must have automotive mechanical repair knowledge. Qualifications also include experience dealing with customers, good interpersonal skills, and the ability to calculate mechanical repair costs. Training will be conducted M-F, 8:30 AM-5pm with eventual permanent hours of 11:30 AM-8PM. For immediate consideration, please fax or mail resume and salary requirements to:
THE GUARDIAN WARRANTY CORP
 att: Human Resources PA 18641 Fax (570) 414-7883, email: guard7883@aol.com, or apply in person at 407 McAlpine Street, Avoca PA EOE

MEDICAL ADMINISTRATOR
 Large OB/GYN and large Pediatric practice seeking experienced practice managers. Requires 3 to 5 years management experience, bachelor's degree preferred. Demonstrated skills in sound management operations, financial and billing practices. Must also demonstrate proficiency with working with physician and strong human resource management a must. We are looking for an excellent communicator with a positive approach to work issues.
 Competitive salary, benefits, 401K plan. Interested applicants should send resume with salary requirements to:
P.O. Box 618
Dunmore, PA 18512

RECEPTIONIST
 Good communication skills, light office work. 40 hrs./wk. Excellent benefit package. Apply in person:
NARDONE BROS. BAKING CO.
 420 New Commerce Blvd.
 Hanover Ind. Park
 Wilkes-Barre, PA. 18706
 E.O.E.

SALES MANAGER
 Leading Manufacturer of commercial waste receptacles is seeking a national sales manager. Jan/San industry experience preferred. Experience with manufacturing representatives a plus. 35% travel- Reports to VP Sales & Marketing. Please send resume, along with salary requirements to:
HUMAN RESOURCE DIRECTOR
United Parcel Receptacle, Inc.
 P.O. Box 870
 14th & Laurel Blvd.
 Pottsville, PA. 17901
 E.O.E. M/F

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

Commercial Loan Workout Officer
 Pennstar Bank, the largest community bank headquartered in Northeastern PA, has an opening for a Commercial Loan Workout Officer. The responsibilities will include managing a portfolio and/or impaired commercial credits of a more complex nature.
 Qualifications will include AAS desirable, BA or BS in Business or Accounting preferred. Minimum 5-7 years of commercial workout experience. Complete understanding collection and banking laws. Must have good PC skills and strong written and verbal communication skills with ability to work independently but be part of team. Strong analytical skills a must. High level of professionalism and the ability to work with customers and attorneys.
 Salary commensurate with experience. Excellent benefits package to include 401(k) with 100% match. For consideration, please forward resume and cover letter to:
Pennstar
 BANK
 Attention: Human Resources
 409 Lackawanna Avenue, Suite 201
 Scranton, PA 18503-2045
 EOE M/F/D/V

HANDY PERSON
 Dependable person wanted, for routine home maintenance & odd jobs. Reliable car or truck necessary. 4 to 6 hours a week. References required.
 Call
287-7788 or 288-6686

Chamberlain Manufacturing Corporation, is currently recruiting for the following positions.
Industrial Electrician
 Applicants must be able to work with all levels of electricity. Knowledge is necessary in complex industrial equipment i.e., motor controls, robotics, material handling, etc. Must be able to install industrial type equipment using knowledge of machine installation, such as controls conduit, and wiring. Must be able to read, implement and modify schematics. Knowledge of programmable controls is a plus. Two-year trade school graduate or equivalent with a minimum of two-year industrial background is required.

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

NURSE MANAGER
 Moses Taylor Hospital is seeking a full time Nurse Manager. Current PA Nursing license required. Minimum 5 years of medical surgical experience required. BSN or degree in health related field or working toward degree preferred. Past experience as a manager, supervisor preceptor. Must demonstrate leadership and organizational skills, and have communication and interpersonal skills. Apply to:
Moses Taylor Hospital
Human Resources
 700 Quincey Ave.
 Scranton, PA 18510-1798
 (570) 340-2027
 (570) 340-2742 fax
 MTH.org
 Moses Taylor Hospital is a drug free workplace.
 EOE M/F/V/H

OFFICE ASSISTANT
 Full time
 For busy landscaping company duties to include answering telephones, data entry, filing, typing, AR/AP, daily payroll records, etc... Applicant must be computer literate, have previous office exp., strong book-keeping exp., and knowledge of quick book software. Mon-Fri. position. Salary will be based on exp. send resume to
Office Assistant Position
Kalinowski
Landscaping Inc.
 52 Firecut Rd.
 Wyoming, Pa. 18644
 or Fax to 696-4870

OFFICE MANAGER/BOOKKEEPER
 Busy law firm seeks responsible, intelligent and self motivated individual for full time position. Computer skills, and AP/AR experience a must. Payroll & bookkeeping experience very helpful. Legal experience a plus. Send resume with references to:
 Send resume to:
BOX 2974
 Times♦Leader
 15 North Main Street
 Wilkes-Barre, PA 18711-0250

HEALTH STAFF
RESIDENT AIDES
 (3-11 & 11PM-7AM)
FT/DIETARY AIDES
FT/PT HOUSEKEEPING
 On the job training.
 Call 825-0538 or apply in person:
Riverview Ridge
300 Courtright Ave.
Wilkes-Barre
 E.O.E.


DRIVERS WANTED
Company & Owner Operators Needed
 Campo's Express needs both company drivers and Owner Operators. Operate throughout the northeast be home weekends.
Company Driver Benefits:
 • Starting pay .32¢ per mile
 • Longevity pay up to 36¢ per mile
 • 90% No Touch Freight
 • 401K Retirement program
 • Company Paid Holidays, Vacation
 • Company Health Insurance
 • Fair and Personal Treatment
 • Rider Policy & Much More
O/O Call For Pay Schedules
 90 CENTS ALL NE MILES PLUS MUCH MORE
Call 800-326-9568 X5557 or X5552
or stop by Campo's Express
Route 92 South, Tunkhannock, PA

ENGINEER-DRAFTING
 A Local construction firm has an opening for a Drafting Engineer with at least an Associate Degree. We are seeking an individual who will be involved in structural analysis and architectural design-and who has AutoCAD experience. This opening is due to expansion of business with career potential to project management.
 We offer a competitive wage and benefits package. Interested applicants please forward your resume and salary requirements to
 Human Resources Director
BOX 2964
 Times♦Leader
 15 North Main Street
 Wilkes-Barre, PA 18711-0250

CLIENT SERVICE MANAGEMENT
 Fast growing inbound customer service provider located in Montoursville Pennsylvania is looking for two individuals to join their growing management team.
 Our Client Service Managers are responsible for monitoring and reporting results to their specific clients on a daily basis. Macro-management of data being generated from multiple production facilities will allow for written, verbal and face-to-face client interaction. Monthly client visits are a part of this position. Approximate breakdown of in-office time and travel time is 75% / 25%.
 A Bachelor's degree or 4 years of client management experience is required. Applicants to be considered must be -Microsoft Office proficient.
 Starting salary pays between \$25,000 and \$40,000. We also offer excellent benefits and unequalled growth potential. If you are looking for an opportunity that will be hard to duplicate, please submit your resume to:
American Customer Care, Inc.
 Attn: Lisa Base
 948 Plaza Drive
 Montoursville, PA 17754
 Or
 Fax: 1-800-211-9511

FOOD SERVICE
 6AM - 2:30 PM Monday thru Friday. Salad bar & Deli Prep. Exp. preferred. Benefits.
Call 820-1446 for an appointment.

HEALTHCARE
LPNs CNAs NAs
 Long / short term assignments.
 All shifts. Great rates!
 Flexible Scheduling.
 Call Mon. - Fri. 9am-5pm
1-800-990-4225
Helping Hands
Healthcare Agency

MARKETING
 Keystone Automotive Operations Inc., a large regional automotive distributor and retailer is seeking highly motivated individuals to join our expanding marketing team. We currently have openings for:
 ♦ Director of Marketing
 ♦ Administrative Assistant to VP of Marketing
 ♦ Marketing Assistant/Coordinator
 ♦ Graphic Designer
 Keystone offers a competitive salary and complete benefits package. Interested applicants may send resume to:

 Attn: Human Resources
 44 Tunkhannock Avenue Exeter, PA. 18643
 Email: srosar@key-stone.com
 Fax: (570) 655-8115
 Visit our web site at www.key-stone.com

CUSTOMER SERVICE REP
 Bridon American Corp. is seeking candidates for the position of Customer Service Representative. Responsibilities include placing and tracking orders, checking stock, and assisting outside salespeople with customer relations. Qualified candidates must have knowledge of Microsoft Word and Excel. The training period would last for approximately 2 months at which time the hours would be 8 to 5. After this period, the shift would be 10-7. Bridon offers variety of benefits including health, dental, and vision insurance, 401K Plan, bonus, vacation, etc. If interested, please forward a resume with salary requirements to:
Bridon American Corp.
 280 New Commerce Blvd, Wilkes-Barre, PA 18706
 EOE M/F/D/V

AUTOMOTIVE POSITIONS
 MotorWorld Automotive Group has the following opportunities available in our service department for qualified candidates:
Service Advisors- Individual must be organized, computer literate and enjoy working with people.
Detailers- Entry level detailing vehicles.
Lube Technicians- Mechanical aptitude required. Will train in proper lube procedure.
Technician Apprentice- Strong technical skills a must. Will train to become a certified automotive technician.
Lot Porters- Must be able to drive automatic and standard transmission vehicles.
 Please note, all of the above positions require a valid PA Drivers License and a clear driving record.
 To schedule an interview, contact Sue at:

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

CASHIER
 Flick International is searching for full Time Cashiers M-F. Additional responsibilities include cash reconciliation, cash reports, stocking, ordering. There is opportunity for advancement for the right people. if interested, call 820-1446

FORKLIFT MAINTENANCE MECHANIC
 F/T. Compensation based on exp. Generous medical benefits, 401K plan.
 Apply to:
Klein Candy Company
 100 West End Road,
 Wilkes-Barre, Pa. 18702
 No Phone Calls Please
 E.O.E.

CERTIFIED MEDICAL ASSISTANT
GEISINGER CLINIC
 Has a full-time certified medical assistant position available in their Central W-B Clinic. Medical assistant certification required. Previous outpatient clinic experience preferred. Position # IS 2001-42ERHG
 Geisinger Health Systems offers a competitive salary and comprehensive benefit package. GHS requires a completed application and/or resume and cover letter indicating title and position # applying for applications/resumes must be received by Monday, July 23, 2001 to be considered.
Geisinger Wyoming Valley
 Attn: Human Resources
 1000 East Mountain Drive
 Wilkes-Barre, PA 18711-3462
 570-826-7519
 visit our website: www.Geisinger.edu
 Affirmative Action Employer
 M.F.H.V
Geisinger
 Health System

Coach
DALLAS SCHOOL DISTRICT
HIGH SCHOOL ASST
CHEERLEADING COACH
 Send letter of interest, application, resume, Act 34 & 151 clearances to Dr. Michael Speziale, Asst. Superintendent, Dallas School District, PO Box 2000, Dallas, PA 18612 0720.
 Deadline: July 24, 2001.
 EOE

St. Michael's School
 is currently seeking...
CHILD CARE WORKERS
EVENINGS and WEEKENDS
 Care and Supervision of adolescents in a residential program. **Requirements:** High School diploma/ GED (\$10/hr), Bachelor's Degree preferred (\$11/hr); Valid PA Drivers License.
ATTRACTIVE WEEKEND SHIFT DIFFERENTIAL!
 Full Benefit packages for Full Time Positions
 If you are interested in any of the following open positions, please forward or fax resume to:
ST MICHAEL'S SCHOOL
HUMAN RESOURCES
 P.O. BOX 370
TUNKHANNOCK, PA 18657
OR FAX # (570) 388-6979
 E.O.E