

### GENERAL SALES MANAGER

The WILK Network, Northeast PA's exclusive News/Talk Network as an immediate opening for a General Sales Manager.

The right candidate has:

- ★ Absolute commitment to winning
  - ★ Superior problem solving skills
  - ★ Spends more time in the field than at desk
  - ★ Experienced in non-traditional revenue
- Duties include:
- ★ Hiring and training local staff
  - ★ Creating special sales programs
  - ★ Coaching and leading by example.

Send resumes to:  
Susan Hughes, Director of Sales  
Entercom Wilkes-Barre/Scranton LLC  
PO Box 729, Pittston, PA 18640  
or email at: [shughes@entercom.com](mailto:shughes@entercom.com)  
E.O.E.

### ACCOUNTANT

Progressive growing Camp Hill accounting and consulting firm seeks qualified staff accountant with 2-3 years current public accounting experience. Must be proficient in tax and audit, familiarity with Excel is essential. We are seeking energetic professionals who are looking for a long term career opportunity. An attractive comprehensive benefit/compensation package will be offered. We want to attract and keep the best professionals. Greenberg & Company strives to blend quality of life with public accounting. Please e-mail resume with salary requirements to [greenbergco@greenbergco.com](mailto:greenbergco@greenbergco.com) or mail to Greenberg & Company, P.C. P.O. Box 1244, Camp Hill, PA 17001-1244.

### THE WESLEY VILLAGE RETIREMENT COMMUNITY

End of Summer Special  
\$100.00 off your rent for 3 months  
One bedroom & efficiency units.  
Included for FREE are:

- ★ Utilities (except phone & cable).
- ★ General Maintenance
- ★ Reserved Parking
- ★ Laundry Area
- ★ 24 hr. Security
- ★ Emergency call system
- ★ State of the art fire system

ALSO..

Schedule transportation for medical appointments and shopping trips, meal plan available, beauty/barber shop, gift shop, religious services, village cafe, wellness center, social programs, attractive grounds and exterior walkways.

For more information or to arrange a tour contact Residential Services at:

the Wesley Village  
(570) 655-2891 ext. 297



UNITED METHODIST HOMES

### CASHIER

Experience cashier needed for wknds, Bck Mt, location.

Please Respond To :

P.O. Box 1830  
Shavertown, Pa  
Attn: Joan

### SECRETARIAL POSITIONS

Keystone College invites applications for several full-time secretarial positions. Candidates are invited to visit our web site at [www.keystone.edu](http://www.keystone.edu) for job-specific information.

**Financial Aid Assistant** needed to support the work of our Financial Aid Office by performing secretarial, clerical, data entry duties, and providing excellent customer service to students and parents.

**Post Office/Print Services Assistant** needed to assist College's Postmaster and Print Services Specialist in providing excellent customer service to the College community.

**Receptionist** needed to serve as telephone attendant, receptionist, and secretary to the Development and College Relations Staff.

**Staff Assistant Alumni Relations and Special Events** needed to support alumni relations and special events activities.

Send letter of application, resume, and the names & addresses of 3 references by August 17, 2001 to:

Patrice K. Igoe,  
Human Resources Coordinator  
Keystone College  
One College Green  
La Plume, PA 18440-0200  
[pkigoe@kstone.edu](mailto:pkigoe@kstone.edu)

E.O.E.

M/F/D/V

### SR. CUSTOMER SERVICE REPRESENTATIVE

CitiFinancial, a member of Citigroup, a Fortune 500 company has an immediate career opportunity for:

**THE RIGHT INDIVIDUAL WITH THE RIGHT COMPANY AT THE RIGHT TIME**

As a member of the branch team committed to sales and service, the selected individual has initial and frequent contact with our customers and is responsible for selling loans and insurance products, making recommendations of credit worthiness, recommending solutions to difficult delinquent accounts, performing administrative tasks, and servicing accounts.

Successful candidate will have a HS diploma or equivalent, two to three years of directly related work experience in sales, finance, or customer service. Effective communication skills and familiarity with PC like hardware/software essential. Must have a valid driver's license.

We offer a competitive salary and comprehensive benefits package. Please forward resume to:

Attn: District Mgr.  
CITIFINANCIAL  
P.O. Box 951 Wilkes-Barre, PA. 18702

## ACCOUNTANT

### GENERAL LEDGER

Berwick Industries LLC, world's largest manufacturer of ribbons and bows, seeks a General Ledger Accountant for reconciliation, review, and preparation of financial statement schedules for general ledger accounts, preparation of tax work papers and schedules, and maintenance of general ledger Chart of Accounts and financial statement report formats.

Reporting to the Accounting Supervisor, the successful candidate will have an associate's degree in accounting (bachelor's degree preferred) and 2 to 5 years in an accounting department with 1 to 2 years general ledger experience, preferably in a consumer goods or manufacturing environment. Must have advanced level proficiency with MS Excel and with MS Word and strong understanding of general and intermediate accounting fundamentals.

Berwick offers a competitive compensation with bonus. Benefits program includes vacation, medical, dental, 401(k), profit sharing, tuition reimbursement and more. Please send resume, cover letter (must include salary requirements) to: Jana Hamrick, Human Resources, Berwick Industries LLC, P.O. Box 428 Bombooy Lane, Berwick, PA 18603 or Email [jana.hamrick@berwickindustries.com](mailto:jana.hamrick@berwickindustries.com) by August 28, 2001. E.O.E.

### DRIVERS TRUCK DRIVERS

CDL Class B, 11.50 per hr for experienced mixer driver. Time and 1/2 pay for over 8 hrs. per day. Will train. Full Co. paid benefit pkg. available. Plenty of work. Multiple plant loc.

(570)646-2662  
M/F. 9AM-4PM.

### ORACLE DBA/PROGRAMMER

Penn Software and Technology Services Inc., a growing information and consulting company located in northeastern Pa is seeking a team oriented Oracle DBA/Programmer. Successful candidate will possess a Bachelor's degree in a Computer related discipline, strong ability to analyze and research existing Oracle database structure and a solid working knowledge of and hands-on experience with Oracle databases. Individuals with a programming background will be given preference. Oracle certification a plus.

We offer a competitive compensation and benefit package. Interested applicants please e-mail resume to:

[jkaminski@pennmillers.com](mailto:jkaminski@pennmillers.com)  
or fax to 829-2060

### PROGRAM DESIGNER INDUSTRIAL JOURNEYMAN ELECTRICIANS

Allen Bradley- PLC Exp.  
Experienced  
Electrical Designer  
For Machine & Panel Work  
Med. Ben & 401k  
Send Resumes to:  
The Ronco Group  
P.O. Box 175  
Lake Winola, PA 18625  
Attention: Gene Simons, EEM  
or Email:  
[games@roncomachine.com](mailto:games@roncomachine.com)

### SECURITY OFFICERS

Day & Zimmerman Protection Technology has FT & PT security positions avail. in the Taylor area.  
We offer:  
♦ Paid Vacation  
♦ Free Uniforms  
♦ Paid Training  
F/T Officers are offered med/den, free life insurance, 401(k).  
HS dip / GED and valid driver's license required.  
Please call:  
800-752-0361 x9346  
EOE MF

### SALES TERRITORY MANAGER

**Lycoming, Union, Snyder Counties**  
Cleveland Brothers Equipment Company, Inc., the Caterpillar dealer for central and Northeast Pennsylvania has a Sales Territory Manager position available covering our Lycoming, Union, and Snyder County territory.  
We are looking for individuals with a minimum of five years of sales experience in the construction industry. Applicants should be highly organized and motivated. Responsibilities would include support of existing accounts, and expanding business within the territory by promoting sales, leasing, and rental of new and used Caterpillar equipment.  
Offering an aggressive compensation and benefits package. For confidential consideration, please submit a resume to:  
**Cleveland Brothers Equipment Co**  
Attn: Bill Hitchcock  
P O Box 1132  
Wilkes Barre, PA 18703  
Drug-Free Workplace Affirmative Action Employer M/F/D/V

Due to Program Expansion ST. MICHAEL'S SCHOOL is accepting applications for the following positions:

**ELEMENTARY EDUCATION TEACHER** - A Bachelor's Degree in Elementary Education with a Valid Pennsylvania Teaching Certificate and acceptable Act 34 and Act 151 clearances.

**SECONDARY EDUCATION TEACHER** - A Bachelor's Degree in Secondary Education with a Valid Pennsylvania Teaching Certificate in English Literature, Reading or Language Arts and acceptable Act 34 and Act 151 clearances.

**PART TIME MUSIC TEACHER** - A Bachelor's Degree in Education with a valid Pennsylvania Teaching Certificate in Music and acceptable Act 34 and Act 151 clearances.

**PART TIME ART TEACHER** - A Bachelor's Degree in Education with a valid Pennsylvania Teaching Certificate in Art and acceptable Act 34 and Act 151 clearances.

If you are interested in any of the following positions, please forward or fax resume by August 17, 2001 to:  
St. Michael's School-Human Resources  
P.O. Box 370  
Tunkhannock, PA 18657  
Or  
Fax # (570) 388-6979  
E.O.E.

- We offer Outstanding benefits package for full time positions
- Educational reimbursement for master's degree available

### MAINTENANCE ELECTRICIAN

Mideast Aluminum is looking for a skilled and experienced Maintenance Electrician with a strong background in programmable controls and electrical facets of plant maintenance activities. This individual will work 2:50 p.m. to 10:50 p.m. and must possess the ability to diagnose and repair electrical/mechanical problems, trouble-shoot electrical problems and a working knowledge of hydraulics and pneumatics. A minimum of 4 years experience in a plant or comparable environment is required. We offer a competitive salary and an outstanding benefits package. If qualified, send a resume with salary requirements to:

**Mideast Aluminum Division**  
Indalex America Inc.  
330 Elmwood Road  
Mountaintop, PA. 18707  
Attn: Human Resources  
E.O.E.

### MARKETER

Staff Relief Agency

WE ARE GROWING IN LEAPS AND BOUNDS!

Well-established nursing staff relief agency is seeking an experienced marketer for expanding opportunities. Committed, ambitious, professional and motivated need only apply. Marketing experience a must. Health care knowledge beneficial. Outstanding salary, benefits, 401K. Position available immediately.



Join the Team that Cares  
Call Kim @ 287-4650.

### CENTER MANAGER

Dallas, Lake Lehman & Shickshiny Centers  
10 months per year 37.5 hrs week.  
Minimum Qualifications: AA degree in administration or related field. BS Preferred.  
three (3) years experience in child care setting with related management and supervisory experience preferred. Health insurance, tuition reimbursement, paid holidays, sick & personal time. Please send resume to:  
Luzerne County Head Start, Inc.  
PO Box 540  
Wilkes-Barre, PA 18703-0540  
Attn: Executive Director  
**RE Center Manager Position NO PHONE CALLS PLEASE**  
M/F/V/H  
For more information visit our web-site at [www.lchs.hsweb.org](http://www.lchs.hsweb.org).

### DANCE INSTRUCTORS

Tap, Ballet, and gymnastics instructors.

Please send resume:

**Elite Dance Company**  
521 Lincoln St.  
Hazleton, Pa. 18201  
or call 501-3262

### JANITORIAL

Pittston Manufacturer seeks experienced Janitor. Duties include: maintaining restrooms, offices, cafeteria and plant dumpsters. Full time with benefits after probationary period.  
Apply in person at:  
SLC Graphics,  
50 Rock St., Pittston, PA  
655-9681

### TRAINING COORDINATOR

Seeking full time Training Coordinator to coordinate all aspects of training in a regulated healthcare environment. Must be motivated, detail-oriented with excellent communication skills and computer skills.  
Bachelor degree or equivalent with two years experience or Associate degree with five years experience in a regulated healthcare field.  
Competitive salary / excellent benefit package: Family health insurance, dental, vision, pension, life, AD&D, disability, 401K, EAP.  
Submit resume, with cover letter, by Friday, August 17, 2001, to:  
**NO PHONE CALLS PLEASE**  
American Red Cross Blood Services  
NE PA Region  
29 New Commerce Blvd., Wilkes-Barre, PA  
18703-0420  
Attn: HR Dept.  
EOE M/F/D/V

### CUSTOMER SERVICE MANAGER

Triple A Protection, the area's most respected name in the alarm monitoring industry, is currently seeking applicants for a Customer Service Manager. The successful candidate must have at least 5 years experience in managing a customer service department. In addition, candidate must have experience in Word/Excel, excellent written and oral communication skills and a strong technical aptitude. Just a few of the diverse responsibilities for this position include: ability to write operational programs, daily review of team member's performance and development and implementation of motivational programs. Triple A offers a competitive salary and a comprehensive benefits program including: 401K, medical & dental, life & disability insurance, and more. All applicants must undergo a complete background investigation and drug testing. Interested candidates should submit a resume with cover letter to:

HR Administrator  
Triple A Protection  
23 Casey Avenue  
Wilkes-Barre, PA 18702  
Fax: (570) 970-6232  
Email: [jobs@aaa.vectorsecurity.com](mailto:jobs@aaa.vectorsecurity.com)

E.O.E.

### CUSTODIAN

Kingston Township is seeking applicants for the position of Custodian. Salary is negotiable depending on qualifications.

This position is full-time with flexibility in work hours and a benefit package.

High School diploma and previous experience is preferred, but not required. U.S. Citizenship, good medical condition, and a valid PA drivers license are required.

Township residency is required within three years of hire.

Application forms are available at the Kingston Township Municipal Building, 180 East Center Street, Shavertown, PA 18708. Monday through Friday, 8:30 a.m. to 4:30 p.m.

Application deadline is August 17, 2001.

Kingston Township is an equal opportunity employer

### CUSTOMER SERVICE REPS

Do you like baking, recipes, and snacks? Do you like talking about snacks? Adecco has a great opportunity for you. Beginning 9/10/01 we will be staffing a confection & snacks division of a major company. Full and part time positions available with flexible schedules. Permanent possibilities. Applications accepted Mon. - Thurs. from 9am - 3pm. Please bring 2 forms of ID.

**ADECCO**  
32 E. Union Street  
Career Link  
Wilkes Barre, PA  
(570)823-1211



### Aerospace job shop has immediate openings for:

### CNC PROGRAMMERS

Starting rate up to \$21.00 per hour w/sign on bonus. Sheet Metal and milling experience required. Over-time, fully paid benefits, vacation, and personal days. Must be able to work in a fast paced environment. Send resume in confidence to:

**Aerospace**  
P.O. Box 66  
West Pittston, PA 18643  
or fax: 693-0728  
E-mail: [uaeromet@hotmail.com](mailto:uaeromet@hotmail.com)

### PRODUCTION

Full Time 1st and 2nd shift. Long Term employment. Good starting rate. Excellent Benefits.

Apply:  
Integrity Seal International  
1 George Ave.  
Wilkes Barre, PA. 18705

No phone calls please.  
We are an equal opportunity employer

### ASSISTANT MANAGERS

Looking for a career and not just a job.

- 5 day work week
- Health & Dental Benefits
- Tuition Reimbursement
- Competitive Wages

For immediate consideration Call 822-4888



### RESTAURANT

## \$100 HIRING BONUS

Domino's pizza is hiring for

- CSR/Counter Help
- Delivery Driver
- Assistant Manager

**Full and Part Time Avail.**

Even 1 day per week will help pay your holiday bills. You must start by 09/01 to be eligible for 100 bonus. See store for details.

49 Broad St. Pittston 654-4567  
700 Market St. Kingston 283-2900  
154 S. Penn Ave. W-B 829-2900

EOE

Growing local Financial Institution has an opening for a seasoned **Commercial Banking Relationship Manager**. Responsibilities include new business development, cross-selling of bank services, the administration of a portfolio of existing commercial relationships, and the maintenance of a high level of credit quality. Seven to ten years of commercial banking experience is required in addition to the completion of a formal bank credit training program and a B.S. or B.A. degree in Finance or Business. The successful candidate must have strong oral and written presentation skills and a thorough knowledge of relevant banking products and services. Experience dealing with credit exposures in a variety of industries and up to \$10 million in exposure is essential. Strong sales and well developed lending skills are a must.

Salary commensurate with experience. Full benefits package.

Send resume to:

**BOX 3016**  
**TIMES LEADER**  
15 North Main Street  
Wilkes-Barre, PA 18711-0250

E.O.E.

M/F/D/V

### MANUFACTURING ENGINEER

CNC Machining

Local manufacturer of military and commercial metal parts requires a Manufacturing Engineer with extensive experience in CNC programming, selection of tooling, part processing. Position requires ability to determine metal removal rates, HP requirements and sequence of operations. Knowledge of MasterCam a plus.

Minimum Associates Degree In Mechanical Engineering or post-secondary degree / certificate in machining, tool and die making, CNC operation. Must have four (4) years manufacturing experience in a machining environment. Please send resume to:

**Chamberlain Mfg. Corp.**  
HR Dept.  
156 Cedar Ave., Scranton, PA 18505  
EOE M/F/H/V

### CONSTRUCTION

Following positions needed for env remediation proj in Hazleton, PA:

Equipment Operators - Excavator, loaded; Drivers - dump truck, water truck (CDL Required); Laborers - utility construction, HDPE Pipe installation. Current 40-hr OSHA training a must w/exp in env excavation proj. Davis-Bacon Wages apply.  
Fax 570-453-2496 or email [hr@ecc.net](mailto:hr@ecc.net)  
EOE/AA.

### ASSISTANT MANAGER

Campus Shoppe

Keystone College invites applications for an assistant manager to provide excellent customer service to students, parents, faculty, and staff members by assisting in the day-to-day operation of our Campus Shoppe. Requirements include retail sales experience, excellent interpersonal skills, general office experience including invoicing, purchasing, and pricing. Associates degree required; bachelor's degree preferred. Must be available to work flexible hours which includes a regular work-week of Tuesday through Saturday. Must be able to lift and carry up to 50 pounds.

Please send letter of interest, resume, and names, addresses, and telephone numbers of 3 professional references by August 17, 2001.

Mary R. Dower,  
Director of Human Resources  
Keystone College  
One College Green  
La Plume, PA 18440-1099

E.O.E.

M/F/D/V

### MEDICAL RECEPTIONIST

FT medical receptionist for expanding facility. Fast paced environment. Required outgoing individual to handle multiple tasks. Experience in medical billing & computers preferred. Competitive salary with benefits.

Attn Human Resources  
451 Third Ave.  
Kingston, Pa. or fax to  
570-283-5839

### TEMPORARY DESKTOP PUBLISHERS

Wanted.

Harcourt Learning Direct needs DTPs to work up to four months beginning September 4, 2001. Must have A.S. in Graphic Art or equivalent experience, and be familiar with PCs and Macs, Quark Xpress, PhotoShop, & all phases of prepress, i.e. color separations & trapping. Forty hrs/week at \$10-11hr.

Please send your resume to:

**Harcourt Learning Direct**  
925 Oak Street,  
Scranton, Pa 18515



A Harcourt Higher Learning Company

fax to Beverly Michel  
at 570-961-4841  
or E-Mail to  
[bmichel@harcourt-learning.com](mailto:bmichel@harcourt-learning.com)

EOE/AA

M/F/D/V