

JW JACK WILLIAMS
AMERICAN CAR CARE CENTERS

72 Years and Still Growing!

We are seeking industrious individuals to join our highly motivated team!
We know you've got what it takes... are YOU up for the challenge?

STOP

Jack Williams Tire Company, Inc.
has solved your career search!

We offer Top Dollar Pay for the following positions:

Automobile Mechanics-Valid PA Driver's License and PA State Inspection License required. ASE Certification recommended. Diagnostic and front-end experience a plus.

Tire Technicians- Valid PA Driver's License required. Experience requested, but we will train.

WAIT! WAIT! WAIT! KEEP READING.....

JACK WILLIAMS Tire Company, Inc., also offers.....**BENEFITS!**

- ⇒ Vision and Dental
- ⇒ Employee Discounts
- ⇒ Opportunity for Advancement
- ⇒ Major Medical 401K Retirement Plan
- ⇒ Holidays /Vacation
- ⇒ Hands on Training Program

If you are ready for a career with a proven industry leader, please call 1-800-833-5051, ext. 173 or FAX your resume to 570-457-2852, ATTENTION: Donald Maxwell, Director of Human Resources or visit one of our stores.

Come Experience The Williams' Way!

Great Opportunities!

If you have a desire to join a company with a unique culture dedicated to technology and customer service AND want an opportunity that will allow you to realize your full potential, GUARD Insurance Group is right for you. As a growing workers' compensation company, we have much to offer:

Claims Representative-Candidates must have 3+ years experience handling lost time workers' compensation claims in Pennsylvania. We have several office located throughout PA.

Case Manager- Seeking a licensed Registered Nurse who possesses 2-5 years clinical experience preferably in case management, rehabilitation, orthopedics, or utilization review. This position requires a current license, excellent oral and written communication skills, as well as solid computer skills. Certification in case management and knowledge of workers' comp law is preferred.

Administrative Assistant/Bookkeeper-Great opportunity for a super organized individual. Responsible for a variety of support activities including bookkeeping, preparing correspondence, scheduling meeting, and answering calls. Experience with Peachtree or QuickBooks a plus. Candidate must possess strong oral and written communications skills and computer knowledge in Excel and Word.

Clerical support/Data Entry- requires computer skills, preferably MS Office, keyboarding, typing, word processing, data entry, and excellent organizational and communication skills. Must have the ability to work well in a team environment.

Communications Representative-Seeking a person with strong editorial, design, and computer skills for an entry level position. Ideal candidate will have a college degree, some knowledge of web-based development, and a background in standard software packages used in the field. Strong organization, initiative, and attention to detail matter! Some experience preferred but not required.

If interested, send cover letter, resume, and portfolio samples to:

GUARD INSURANCE GROUP
16 South River Street (570) 825-9900

We provide a friendly, business-casual work environment and a competitive compensation and benefits package, including an excellent 401(k) Profit Sharing Plan and 100% tuition reimbursement.

FORKLIFT OPERATORS

TUNKHANNOCK AREA

- Full time temp to perm.
- 6pm to 6am
- \$8.50 hr.
- Experience necessary

Call to make an appt & start work tomorrow.

AA TEMPORARY SERVICES
4040 Birney Ave.
Moosic, Pa.
347-7341

COURIER

Using own vehicle between Wilkes-Barre, Dallas, Clarks Summit and Pittston. Mid-day schedule, Monday, Wednesday, Thursday, Friday. Must be dependable and have reliable vehicle. Some lifting required. Apply in person or by phone. to:

Ron Bartizek
The Dallas Post
607 Main Rd. Dallas, PA. 18612
675-5211

SERVICE TECHNICIAN

Dickson City Hyundai is in immediate need of an experienced Hyundai - Mitsubishi Service Technician. Highest wages paid, Health Ins., 401K. Pd. vacation. PA Inspection License req'd. Great working atmosphere.

Call Dave David
(570) 487-5000

SUNBURY
Community Hospital
& OUTPATIENT CENTER

CRNA OPENINGS

CHIEF CRNA
\$20,000 SIGN ON BONUS
COMPETITIVE WAGES & BENEFITS

Full-time position
Must have current certification as a CRNA and current PA RN license.
Responsible for QA program, scheduling of staff and ordering supplies.

CRNA
\$15,000 SIGN ON BONUS
COMPETITIVE WAGES & BENEFITS

Full-time positions available.
Must have current certification as a CRNA and current PA RN license.

Qualified candidates should mail resume to:
Human Resources Director
Sunbury Community Hospital
350 N. 11th St., Sunbury, PA 17801
or fax us at:
570-286-3576
e-mail: human.resources@sunburyhospital.com

GOLF COURSE MAINTENANCE STAFF
CLUBHOUSE WAIT STAFF

Full & part time positions. Exp. preferred.
Apply in person or Send/Fax resume :

Glenmaura Nat'l Golf Club
100 Glenmaura Nat'l Blvd., Moosic, PA 18507
FAX: (570) 3443-8131

CASHIER
MAINTENANCE
HOUSEKEEPING

NOW HIRING
\$7/hr. + D.O.E.
Good benefits, flex. work environment,
Full Time and Part Time positions.

Apply in person or Please Call!!!!
Pilot Travel Center
417 Rte 315
Pittston, Pa. 655-4116

SET CREW PERSONNEL

MODULAR MANUFACTURER

- ✓ Set Crew Experience a Plus
- ✓ Carpentry Experience required
- ✓ Excellent Salary Opportunities
- ✓ Travel required
- ✓ Company Transportation
- ✓ Will train if necessary

Contact Keith Thompson
Sun Building Systems
9 Stauffer Industrial Park
Taylor, PA 18517
Phone (570) 562-0110

DATA ENTRY
PART TIME

United One Resources is offering an excellent opportunity for a conscientious, detail oriented person looking for part time data entry work. Duties include: new order entry, assignment of orders to vendors and follow-up. The hours for part-time work would be 12 noon until 4:00 p.m. five days a week. Interested candidates should contact via fax or email resume and salary requirements to:

Human Resources
United One Resources
PO Box 390
Wilkes-Barre, PA. 18703
FAX: 570-824-7180
EMAIL: lgardner@unitedoneresources.com

GRAPHIC ARTIST

The Times Leader is searching for a self-starter, eager to take readers beyond and behind the words of news stories with eye-catching and informative graphics. The basics: The right candidate should be a master of Freehand and/or Illustrator, Photo Shop, Quark page design as well as savvy with internet and database research. And beyond: We're hoping to find a truly creative person who thinks way, way out of the box, but who also can work closely with in-the-box reporters, editors and designers to produce successful news and feature graphics - often under deadline pressure. We offer the right person a competitive salary and strong benefit package. Send resume, work samples and cover letter to:

Anne Woelfel
Design Team Leader
TIMES LEADER
15 N. Main St., Wilkes-Barre, PA 18711
e-mail: annew@leader.net

CONTROLLER

Local company has an immediate opening for the following position.

Responsibilities include monitoring financial data against forecasts, budget and preparing detailed reports to support business decisions.

Accounting background and 5 years experience required.

Benefits include 401K, health, life, long and short term liability insurance, Paid vacations and holidays.

Qualified candidates should submit resume and salary requirements to:

BOX 3055
TIMES LEADER
15 North Main Street
Wilkes-Barre, PA 18711-0250

MECHANIC

Auto & light truck, must have tools, valid PA lic, PA inspection lic, ASE certified a plus. Fully equipped 3 bay facility Full time Mon-Fri days \$8.50 hr Call between 3 and 6 PM for interview appt

675-3336

LIKE TO SEW?

A Rifkin Company, a family owned company established in 1892 and a leading custom manufacturer of bags in America, is looking for

Sewing Machine Operators (Full Time) Experience sewing single and double needle is a definite plus; however, we are willing to train.

Also we are looking for a Warehouse Worker (Full-Time) Forklift experience is required.

We offer an air-conditioned, comfortable work environment, competitive rates and team incentive program. An excellent benefit package, too, including medical, dental, vision and 401K.

Come take a look and apply in person:

A RIFKIN Co.
Established 1892
1400 Sans Souci Parkway
Wilkes-Barre, PA. 18703
E.O.E.

ESTIMATOR/PROJECT MANAGEMENT

HC HOOD CO., a central PA distributor of architectural doors and door hardware, has an immediate opening for an experienced estimator/project manager in Division 8 & 10. 40K potential earnings plus benefits. Send resume in confidence to: **Human Resources, Hood Co, 649 East Rolling Ridge Drive, Bellefonte, PA. 18623**

SCHOOL CAFETERIA
POSITIONS AVAILABLE

Part-time, dayshift, weekends & holidays off.
Call 674-7234 for more information

Outlook Pointe.
A BALANCED CARE ASSISTED LIVING COMMUNITY

Outlook Point at Wyoming
Resident Assistant Needed

Part Time on 3-11pm and 11pm-7:30am shifts in Assisted Living Facility. Training Provided. Pleasant Working Conditions

Apply at: 80 Wyoming Avenue, Wyoming, PA or Call 693-2277

WALMART
WILKES-BARRE
now hiring

OVERNIGHT STOCKERS
10:00PM to 6:30 PM

ENTRY LEVEL
\$7.50 PER HOUR
apply in store/layaway department

TRAFFIC MANAGER WANTED

Dollar Tree Stores, the nation's largest \$1 price point retailer, would like you to join our team. We are currently seeking a **TRAFFIC MANAGER** for our Brian Creek Distribution Center. Duties include daily operations of traffic office, inbound/outbound carrier performance & dept personnel. Candidate must possess exc. skills in communication, administration, customer service and be detail oriented. Prefer 1-2 yrs. exp. in traffic. Comp. salary and benefits with exc. opp'ty. for growth. Forward resume to:

Dollar Tree Stores Distribution Center
1000 Commerce Drive Berwick, PA. 18603
www.dollartree.com
E.O.E. M/F

ASSISTANT TEACHER

Nanticoke Area. Part Time PM Position; Monday 8:30am-4:00pm, Tuesday through Friday 11:30 am-4:15pm. Salary \$7.01/hr. High School diploma or GED, Experience with young children. Benefits package available including Health Insurance, Career Development, Sick Time, Personal Time & Paid Holidays. **Deadline to submit resume is Wednesday September 5, 2001 to Luzerne County Head Start, Inc. P.O. Box 540, Wilkes-Barre, PA 18703-0540, Attn: Early Childhood Specialist. NO PHONE CALLS PLEASE, E.O.E. M/F/V/H.**

Enjoy The Convenience
Of Home Delivery.
The Dallas Post
829-5000

PROGRAMMER NEEDED

Part time, RPG II & III programmer for a financial company. A minimum of 2 yrs. exp. required. Understanding of general ledger a plus. Flex. hrs. Send resume and salary requirements to:

BOX 3062
TIMES LEADER
15 North Main Street
Wilkes-Barre, PA 18711

MEDICAL RECEPTIONIST

Full-time immediate opening in a very busy office. Medical office experience preferred. Competitive salary and benefit package.

Please send or fax your resume in confidence to:

Northeastern Rehabilitation Associates, P.C.,
Attention: Human Resources
150 Mundy Street
Wilkes-Barre, PA. 18702
570-824-7755
E.O.E.

SUBSTITUTE CUSTODIANS

The Lake-Lehman School district is seeking Substitute Custodial Workers. Applications can be obtained by calling 675-2165. Completed applications should be forwarded to: Stanley Mazur, Supervisor of Buildings and Grounds, Lake-Lehman School District, PO Box 38, Lehman, PA 18627-0038. EOE

H.C.S.C. INDUSTRIAL LAUNDRY
\$250.00 SIGN ON BONUS

Upon successful completion of probation.
1st & 2nd SHIFT PRODUCTION & SORTING POSITIONS AVAILABLE

STARTING RATE 1ST SHIFT: Production \$7.30/hr. Sorters \$7.80/hr.
STARTING RATE 2ND SHIFT: Production \$7.60/hr. Sorters \$8.10/hr.

PRODUCTION HOURS:
1st Shift 6:00 am to 2 pm
2nd Shift 4 pm Midnight

SORTING HOURS:
1st Shift 4 am to 1 pm
2nd Shift 2:30 pm to 11:30 pm

Overtime Required.. Excellent Benefit Package
\$35.00 MONTHLY ATTENDANCE BONUS

Pre-placement drug screen required.
Applications accepted Mon-Fri. 8:00 AM-4:30PM
H.C.S.C. Laundry
(Beside the Armory)
R310 Market St., Kingston
NO PHONE CALLS PLEASE. E.O.E.

LOVE WHAT YOU DO

BE AN ACTIVITY AIDE

HCR Manor Care is seeking a full time activity assistant to form their team in the Alzheimer's Unit.

If you are an energetic, creative person with good interpersonal communication skills, call Cindy Beck for a tour and interview appointment at 288-9315 or fax resume to 288-8081,

HCR ManorCare / Kingston
200 Second Ave., Kingston, PA 18704
E.O.E.

HEALTHCARE RECEIVABLE SPECIALISTS, INC.

Healthcare Receivable Specialists, Inc., which contracts with area hospitals to complete medical assistance applications for patients who lack adequate health coverage, has full time position available in the Wilkes-Barre/Hazleton Area. Duties include but are not limited to: completing medical assistance application with patient/and or family member, conducting home visits, document gathering, skip tracing and working with the State Department of Public Welfare. Must possess excellent communication and organizational skills and be able to work well independently. Social service background and knowledge of community support systems is helpful. Travel is required. Must have valid driver's license and reliable vehicle.

Please send resume to:
HRSI P.O. Box 98 Scranton, PA 18504
or fax to (570) 489-7329.

SECURITY OFFICERS

Day & Zimmerman Protection Technology has FT temp security positions avail. in the Mountaintop area.

We offer:

- ◆ Free Uniforms
- ◆ Paid Training

HS dip / GED and valid driver's license required.
Call Tim @
570-474-6731 x 350
EOE M/F

LICENSED PRACTICAL NURSE

Red Rock Job Corps Center (RRJCC) is currently seeking a Licensed Practical Nurse who will be responsible for the caring of sick or injured students, prevention of illness, and promotion of good health. Must possess a valid practical nurse license in the state of PA along with two years practical nursing experience. Valid PA driver's license with an acceptable driving record. Excellent benefit package. Mail resume to Management & Training Corporation, RRJCC/Human Resources, P.O. Box 218, Lopez, PA. 18628, or fax same to 570-477-3091. You may also e-mail your resume to us at legoc@jcdc.jobcorps.org.

E.O.E. M/F/V/D

NURSE PRACTITIONER

Needed for busy Gyn office. FT. Please send CV to 480 Pierce St., Suite 205, Kingston, PA 18704

CHEF

IMMEDIATE OPENING
GOOD PAY
CALL
RICKETTS CHARGE
675-4511