

BAKERY & DELI CLERKS
Part Time.
Apply in person at:
Dallas Bi-Lo
or
Tunkhannock Bi-Lo

BINDERY PERSON
Printing Co. seeks the following position. Premium quality commercial printing Co. is seeking a Full Time experienced saddle stitcher operator. Experience on a McCain saddle stitcher would be beneficial. Knowledge of cutting and folding would also be helpful. Attractive wages and benefits.
Apply in person:
Art Print Co.
6 Stauffer Ind. Park
Taylor, PA 18517
Enter from Keyser Ave off Main Ave.

NETWORK SPECIALIST
Local firm is seeking Network specialist experienced in enterprise network design and support. The successful candidate must possess Microsoft MCSE and/or Novell Network Certification and maintain current status as a Cisco CCDA or CCNP. Compensation and benefits will be based upon level of experience. Candidates must possess proof of certification.
Send resume to:
BOX 3049
TIMES LEADER
15 North Main Street
Wilkes-Barre, PA 18711

SHIPPING/RECEIVING
Immediate opening available for an automotive warehouse person. Must be reliable, possess excellent communication and computer skills, and able to handle several tasks at one time. Position requirement involves lifting up to a maximum of 75 lbs. Valid PA driver's license and clear driving record required. To schedule an interview, call Sue Filchak at:
MotorWorld
150 MotorWorld Drive, Wilkes-Barre, PA 18703
570-821-3754 E.O.E.

PART TIME
Person needed to help install lawn irrigation systems. Call **WATER-MATIC** 675-2228

CUSTOMER SERVICE
Immediate Positions Available
Customer Sales and Service Representative
Driver/Stockroom Expediter
Applied Industrial Technologies, a leader in the industrial distribution industry, is seeking career minded individuals for our growing Wilkes-Barre Service Center. Successful candidates must be service oriented, hard working, and team players. For consideration, forward resume by mail, fax, or e-mail to:
Applied Industrial Technologies
303 Laird St.
Wilkes-Barre, PA 18702
Attn: Service Center Manager
Fax (570) 823-3330
E-mail: mdanko@ait-applied.com

DRYWALL FINISHERS
Modular Home Company seeking:
✓ NO Experience will train
✓ Excellent Salary
✓ Benefits & Insurance's Plans available
Sun Building Systems
9 Stauffer Industrial Park
Taylor, PA 18517
Fax (570) 562-0737

CLERICAL
Long term position available at local major warehouse working 2nd shift. General clerical skills required. Get your foot in the door at one of the area's best companies. Please bring 2 forms of ID. Applications are accepted Mon. - Thurs. from 9am to 3pm.
ADECCO
32 E. Union Street
Career Link
Wilkes Barre, PA (570)823-1211
Adecco
THE EMPLOYMENT PEOPLE

SERVICE MANAGER & SERVICE ADVISOR
Needed Immediately.
We are the fastest growing Dealership in the Valley. We are looking for dynamic individuals with Customer Satisfaction as their #1 goal. Modern Facility and an excellent Benefit package. Salary commensurate with experience. Import experience a plus.
Contact Danielle at 288-7411 to schedule an interview.

PRODUCTION WORKERS
Full time. No Experience. Overtime. Paid vacations & holidays. Health insurance. Apply in Person:
NE PA Carton
4820 Birney Ave.
Moosic, PA 18507
457-7711

P/T & F/T POSITIONS
Data entry and general office help needed for Oct. thru end of Dec. Great job for someone looking for flexible hours, flexible shifts and extra money for the holidays. Casual work atmosphere.
Call 675-2207 ext 118

RESIDENTIAL WORKERS
Social Services Agency has full time and several part-time weekday/weekend positions available in group home settings working with mentally challenged individuals. Full-time includes medical/dental benefits after 3 months. Rate ranges from \$7.75 to \$8.00/hr. Applicants must be at least 18 yr. of age and have a valid driver's license. Training provided.
Call The Institute @ 288-9386 for more info. EOE

RESORT SALES
Eagle Rock Golf and Ski Resort
is seeking a Real Estate Sales person. No license required. Salary + Commission and draw. \$1.5K to \$3K per week. Sales experience required. Immediate opening.
Call Wallace or Lois at 888-898-7625

SECURITY OFFICER
P/T In Wilkes-Barre, Taylor & Dunmore evenings & weekends. Candidate must undergo a complete security and background check.
Call 800-682-4722

STAFF NURSES
Seeking full time and per diem Staff Nurses to perform phlebotomy and donor care. registered Nurse (RN) with current state licensure required. Phlebotomy experience preferred. Varied hours, including evening and weekend rotations. Customer service experience required. Must have good manual dexterity. Full time position offers an excellent benefit package (family health insurance, dental, vision, paid leave time, pension, AD & D, LTD, Life, EAP).
Submit resume to:
American Red Cross
Blood Services
NE PA Region
P.O. Box 420 Wilkes-Barre, PA 18703-0420
Attn: HR Dept.
NO PHONE CALLS PLEASE
EOE M/F/D/V

TECHNOLOGY COORDINATOR
The Wyalusing Area School District is seeking a technology coordinator. The successful candidate will be responsible for the planning and implementation of the district's technology initiatives. A bachelor's degree in computer science and 5 years related experience is preferred. Other equivalent combinations of training, experience and education will be considered. The position offers excellent benefits and competitive salary. Teaching certification is not required. Interested candidates should respond by sending a letter of interest and resume to:
Wyalusing Area School District
Michael Mahon, Superintendent
115 Main Street, PO Box 157
Wyalusing, PA 18853
Candidates may e-mail this information to wyalusingadm@hotmail.com
Applicants accepted until position is filled. EOE

THERAPEUTIC STAFF SUPPORT
\$17/hr. Bachelor's Degree in mental health related field. Part-time positions for days, evenings, weekends dependent on client needs for clients in Northampton and Monroe Counties. Send letter of interest and resume to -RECRUITMENT OFFICE/PROVIDER 50, Colonial IU 20, 6 Danforth Drive, Easton, PA 18045-7899 or FAX to (610) 252-5740. IMPORTANT-PLEASE SPECIFY POSITION IN APPLICATION AND LETTER OF INTEREST. No phone calls please. EOE. For all employment opportunities visit us at www.ciu20.org

ATTENTION EARLY RISERS
The Times Leader, Luzerne County's best newspaper, has great business opportunities available in our Circulation Department.
You will be responsible for providing **GREAT SERVICE** to our home delivery customers: Hours vary but are typically 3:00am to 6:00am on the weekdays and to 7:00am on Sat./Sun. A reliable vehicle is necessary.
We pay the highest rates in the area.
Routes are available in the following areas:
◆ South Wilkes-Barre
◆ East End/W-B Township
◆ Nanticoke/West Nanticoke
◆ Kingston
◆ Pittston
◆ Wyoming
◆ Plains
This is a great time to supplement your income for the holiday season.
CALL 829-7206

CONTINUING EDUCATION PROGRAM ADMINISTRATOR
(Part-time)
Penn State Wilkes-Barre
Creative, entrepreneurial person. Experience with development, marketing and administration of educational programs. Very strong marketing, organizational and communication skills. Bachelor's degree and Microsoft office skills required.
Send cover letter and resume to
Director, Continuing Education,
P.O. Box PSU,
Lehman PA 18627
by 9/28/01.

NURSING TECHNICIANS
Seeking full time and per diem Nursing Technicians to perform phlebotomy and donor care. High school diploma or equivalent required. Certification in medical assistant/phlebotomy program with phlebotomist experience preferred. Varied hours, including evening and weekend rotations. Customer service experience required. Must have good manual dexterity/ Full time position offers an excellent benefit package (family health insurance, dental, vision, paid leave time, pension, AD & D, LTD, Life, EAP).
Submit resume to:
American Red Cross Blood Services
NE PA Region
P.O. Box 420 Wilkes-Barre, PA 18703-0420
Attn: HR Dept.
NO PHONE CALLS PLEASE
EOE M/F/D/V

PHYSICAL THERAPIST ASST.
For Out patient Private Practice. Please respond to:
Northwest Physical Therapy
320 Courthouse Square Towers
Wilkes Barre, Pa. 18702
Fax 570-825-9723

United Management Services Inc., a 20 unit (and growing) operator of Arby's Roast Beef Restaurants and T.J. Cinnamons, located in Northeast Pennsylvania and Texas has
MANAGEMENT POSITIONS
available in our Northeast Pennsylvania market. We offer competitive salary, co-pay health and dental insurance, paid vacations, and an excellent bonus program.
Please submit your resume, with salary history and requirements to:
United Management Services Inc.
Attention: Joseph Cerulli
VP Operations
P.O. Box 3211, Allentown, PA 18106-0211
Fax: (610) 797-1456
E-mail: jcerulli2@msn.com

United Methodist Homes
Tunkhannock Manor
NURSING POSITIONS
NEW RATES
LPN • CMA
3-11 or 11-7
Part - time with full time potential. Flexible or set shifts. Our new rates plus pay for experience make our personal care rates competitive with skilled nursing facilities. We pay 100% health insurance, dental, retirement plan, paid time off. Interested persons please apply at:
TUNKHANNOCK MANOR
50 W. Tioga St., Tunkhannock, PA 18657
(570) 836-2983

WANTED OPTOMETRIST
Full time, send resume and salary requirements to:
MR. BURKE
Box 67
GILBERT PA 18331

WAREHOUSE
U.S. Food Service Pittston Division has an opening for Night Shift Order selectors. Position involves heavy repetitive lifting and accurately selecting products. Evening shift. Sunday thru Thursday \$9.40/hr to start. Additional weekly bonus potential that can exceed \$200. Excellent benefit package. When applying requisition number 01-0010 must be referenced. Applications will be accepted until August 21. Forward qualifications to or Apply in person to:
U.S. Food Service
13 Rutledge Drive
Pittston, Pa. 18640
Attn: HR/01-0010
Fax: 570-883-4755
Email: adavis@usfood.com
(Word format only)
M/F/D/V E.O.E.

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

MERCY CENTER NURSING UNIT
is seeking
RN SUPERVISOR
3-11
CNAs
PT weekends, 7-3
FT/PT 3-11 and 11-7
LPNs - PT 7-3 & 3-11
For Personal Care Unit - Ext. 405
Benefit package includes paid health, vision, sick & vacation time, personal days, tuition reimbursement & pension plan.
Interested applicants should fax resume to 674-3132 or Please call 675-2131 ext. 406

SERVICE TECHNICIAN
Part/Full time. Mature responsible person to be part of a winning team. Skills needed for repair of electrical/mechanical problems. Salary commensurate with experience. Apply at:
Master Chemical Products,
201 Carey Ave. Wilkes Barre.
825-3465

Legals & Public Services 100

INVITATION TO BID
Sealed proposals will be received by the Township of Lake, Second Class, of Luzerne County, Penna., at R.R. 3 Box 151, Hunlock Creek, PA 18621-9568 until 4:00 P.M., on October 11, 2001 for the following: 1600 Tons (more or less) of Antiskid material.
Bids will be opened at a meeting of the Board of Supervisors to be held at 7:00 P.M. in the Municipal Building on October 11, 2001.
Proposals must be on forms furnished by the Municipality. For bid forms call the Secretary at 570-477-5805
The Municipality reserves the right to reject any or all proposals.
Ruth Valick
Secretary

LEGAL NOTICE
At a meeting of the Lake Township Board of Supervisors to be held on October 11, at 7:00 p.m., in the Municipal Building the following ordinance will be considered for adoption:
POLICE PENSION PLAN ORDINANCE
ELIMINATING MEMBER CONTRIBUTIONS FOR THE YEAR 2002 PURSUANT TO THE POLICE PENSION PLAN OF LAKE TOWNSHIP, LUZERNE COUNTY, PENNSYLVANIA, ENACTED, NOVEMBER 7, 1979.
This ordinance is available for public inspection at the home of the Secretary, RR 3 Box 151, Hunlock Creek, PA 18621, by appointment. Phone 570-477-5805
Ruth Valick, Secretary

NOTICE OF SALE
Notice is hereby given that the personal contents in the leased spaces of the individuals listed below will be sold in order to satisfy liens held by Village Storage.
Sealed bids will be accepted on Thursday 9/20/01 between the hours of 10:00 a.m. to 1:00 p.m. at:
Village Storage R.R. #1
Route 309, Dallas, Luzerne County, PA 18612
Space Number: 17
Eric Vrhel
P.O. Box 182
Lehman, PA 18627

Legals & Public Services 100

NOTICE OF PROPOSED AMENDMENT TO ZONING ORDINANCE
Swoyersville Borough Council is in the process of amending the Swoyersville Borough Zoning Ordinance. The amendment would be adding self storage units in a B-1 District only with Zoning Hearing Board approval.
In compliance with the zoning ordinance, this serves as public notice that comments from the public will be taken at a regular meeting of Swoyersville Borough Council on October 1, 2001, 7:30 PM at the Swoyersville Borough Building, 675 Main St., Swoyersville, PA. The public should make their comments to Borough Council at that time. After hearing comments from the public the proposed amendment will be voted upon by Borough Council at that meeting.
Gene Breznay
Borough Secretary

Attorney Services 200
A + BANKRUPTCY FREE Consultation
Ch. 7, 11, 13 LOW RATES
283-1800 Atty. Hunter

Lost & Found 220
CAT
Small black female, w/ triangle on chest. Lost in Shavertown area.
969-5116

Help Wanted 270
AUTOMOTIVE SERVICE MANAGER
Fast paced high volume shop. Has an immediate opening for an experienced service manager. Must be well organized, a team leader, and customer orientated. Excellent salary, benefits, and bonus schedule. Call Bob at 570-675-4726. Fri to schedule an interview.
CAREGIVER
Lifting req. Drive van. for 17 yr old boy. Shavertown
510-3050

CARPENTERS & HELPERS: Top wages & bonuses. Year round work for right individuals. Newfoundland Area. Call after 4pm 570-675-4726
Carpenters Help-framers wanted immediate openings, salary comm. w exp. 570-542-7212

CLERK PART-TIME
Approx 20-25 hrs, per week. must be flexible. Apply **SALVAGE ARMY** Rt 309 Wilkes Barre

DANCERS GO-GO-DANCERS
Call 636-2755 or 443-8245

Help Wanted 270

CNA'S
full time part time
Openings on all shifts, small facility with family like atmosphere. Excellent rates. Housekeeping/laundry aide position(s) also available. Call for more information.
639-1855
CUSTOMER SERVICE REPRESENTATIVE
P & C license preferred, full time, local insurance office. Send resume & salary requirements to:
24 EAST CAREY ST
PLAINS, PA 18705
DELIVERY PERSON
For Bottled Water Co. Competitive wages. Call 388-2381
DENTAL HYGIENIST
Part-time position. West side office. Nice working conditions.
Call 564-7900
DRIVER - P/T start at 5:30am. Valid Drivers lic. a must. \$125-\$175 weekly. Call 388-4004
DRIVERS: New starting pay Scale. Paid Orientation. Earning potential up to \$50,000 per year. Full benefits. New model conventional Tractors. Quality home time. Regional & OTR drivers needed. No students please. Call ARCTIC EXPRESS 800-927-0431
www.arcticexpress.com
P.O. Box 129, Hilliard, OH 43026.

EDUCATION CONTINUING EDUCATION PROGRAM ADMINISTRATOR (PART-TIME) PENN STATE W-B
Creative, entrepreneurial person. Experience with development, marketing and administration of educational programs. Very strong marketing, organizational and communication skills. Bachelor's degree and Microsoft office skills required. Send cover letter and resume to **Director, Continuing Education, PO Box PSU, Lehman, PA 18627** by 9/28/01

GENERAL LABORERS
1st-2nd Shifts Available. **NEEDED IMMEDIATELY** W-B Staffing Services 287-6543 EOE
GROWING BUSINESS NEEDS HELP!
Work from anywhere. Free info. Mail order/ E-Commerce \$1000-\$7000 P/T/F
www.800rich.com
1-800-450-8897
GROWING CO SEEKS INDIVIDUALS
For work from anywhere program, P/T or FT appreciated. Free Booklet: 888-373-8788
www.richmely.com
LAWN MAINTENANCE WORKER & VAN DRIVER Call 696-4956
NAIL TECHNICIAN
Excellent. Pay. 674-4363

Help Wanted 270

EXECUTIVE ASSISTANT
Responsibilities include assistant to president & CFO licensing, registration, insurance, payroll, & general office duties. Compensation commensurate with experience, benefits include health insurance, & pension plans. Lion Brewery, Wilkes-Barre
Send resume to: BOX 3084
TIMES-LEADER
15 North Main Street
Wilkes-Barre, PA 18711-0250
Food Service Utility Workers
Part-time
Luzerne County Community College invites applications for P/T Nineteen (19) hour Food Service Utility Worker. Duties include assisting in all areas of the cafeteria including cooking, baking, cleaning, and general maintenance. Hourly starting salary is \$7.50. Applicants should send a letter of application to John T. Sedlak, Director of Human Resources, Luzerne County Community College, 1333 S. Prospect St., Nanticoke, PA 18634-3899 postmarked no later than Friday, September 21, 2001. No phone inquiries please. EOE
FULL & PART-TIME POSITIONS
APPLY IN PERSON
Rave's Garden Center
Rte 309 North Shavertown
GENERAL FACTORY WORKERS
Full time, reliable, will train. Full company paid benefits. Apply in person: **Adhesives and Chemicals, Inc. 131 Brown St., Pittston**
GENERAL LABORERS
1st-2nd Shifts Available. **NEEDED IMMEDIATELY** W-B Staffing Services 287-6543 EOE
GROWING BUSINESS NEEDS HELP!
Work from anywhere. Free info. Mail order/ E-Commerce \$1000-\$7000 P/T/F
www.800rich.com
1-800-450-8897
GROWING CO SEEKS INDIVIDUALS
For work from anywhere program, P/T or FT appreciated. Free Booklet: 888-373-8788
www.richmely.com
LAWN MAINTENANCE WORKER & VAN DRIVER Call 696-4956
NAIL TECHNICIAN
Excellent. Pay. 674-4363

HEALTH CARE STAFF
All Shifts Available
RESIDENT AIDES
DIETARY AIDES
HOUSEKEEPING
On the job training. Call 825-0538 or apply in person: **Riverview Ridge 300 Courtwright Ave. Wilkes-Barre E.O.E.**
Invitations and Stationery Consultant
FT, computer exp. necessary. Apply in person **TUDOR BOOKSHOP & CAFE** 651 Wyoming Ave Kingston No phone calls pls
JOB ESTIMATOR
Small construction firm seeking motivated salesman/estimator, experienced with claims, adjustments, A+ but not required. Experienced in the construction industry is necessary for the position. Project management skills are a must. Organizational skills are a must. Salary based on experience. Send resume to: BOX 3076
TIMES-LEADER
15 North Main Street
Wilkes-Barre, PA 18711-0250

Medical Office RN/LPN or MEDICAL OFFICE ASST.
PT M-F wanted for busy family doctor's office. Exp'd & flexibility required. Send resume to: BOX 3077
TIMES-LEADER
15 North Main Street
Wilkes-Barre, PA 18711

TRUCK DRIVER
For tri axle. 829-3038

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

PERSONAL CARE ATTENDANTS
Day shift & evening shift. FT / PT. Contact Joyce, 735-8080 or stop by to fill out application at: **Nanticoke Villa 50 N. Walnut St. Nanticoke**

TREE WORKER
Exp'd preferred. FT/PT. Call 693-1216

Help Wanted 270

BALANCED CARE at KINGSTON
is a 95 Bed Skilled nursing facility committed to providing quality resident care.
We are now accepting applications for
LPN - 3-11
STOOD SIGN ON BONUS!
PART TIME COOK
11:00-7:00
HOUSEKEEPING DAY SHIFT
7:00-3:00
If you want to be part of a progressive health care organization, apply in person at:
Balanced Care Kingston
702 Third Ave.
Kingston, PA 18702
Call (570) 283-5848
HEALTH CARE STAFF
All Shifts Available
RESIDENT AIDES
DIETARY AIDES
HOUSEKEEPING
On the job training. Call 825-0538 or apply in person: **Riverview Ridge 300 Courtwright Ave. Wilkes-Barre E.O.E.**
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Day shift & evening shift. FT / PT. Contact Joyce, 735-8080 or stop by to fill out application at: **Nanticoke Villa 50 N. Walnut St. Nanticoke**

TREE WORKER
Exp'd preferred. FT/PT. Call 693-1216

Help Wanted 270

PART TIME EVENING WORD PROCESSING/LEGAL SECRETARY
The law firm of Rosen, Jenkins & Greenwald, L.L.P., is seeking a part time (20 hours) Legal Secretary for its Word Processing night staff at its Wilkes-Barre location. Candidates should have significant Secretarial experience, preferably with a background in legal work including Corporate/Commercial, Real Estate, and/or Litigation. Thorough working knowledge of Word Perfect software, and ability to operate and prepare legal documents from transcription tapes and from hand written copy is required. Knowledge of Microsoft Word software is also beneficial. Ability to problem solve and work independently of supervision are a must. Hours of operation for this department are from 5:00 p.m. - 9:00p.m., Monday through Friday. Interested candidates should submit resume with cover letter in confidence to:
Human Resources Manager
Rosen, Jenkins & Greenwald, L.L.P.,
15 South Franklin Street
Wilkes-Barre, PA 18711
Informations may also be faxed to 831-7218. EOE

TRUCK DRIVER
For tri axle. 829-3038

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

PERSONAL CARE ATTENDANTS
Day shift & evening shift. FT / PT. Contact Joyce, 735-8080 or stop by to fill out application at: **Nanticoke Villa 50 N. Walnut St. Nanticoke**

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Exp'd preferred. FT/PT. Call 693-1216