





Auctions 205 Auctions 205

COMPUTER AUCTION
Laptops, 17" Monitors, New Systems
Ashley, PA, 43 S. Main Street
DIRECTIONS: At The Action 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, OCTOBER 11TH, 6:20PM., PREVIEW 5:20 PM
New IBM PII & III Computers, 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

Jim Chamberlin PA # AU-003486-L
Chris Gerould PA # AA-002682-L
Asset Recovery for Hospitals, Educational facilities & Computer Companies

Help Wanted 270 Help Wanted 270


Harcourt Learning Direct

Distance Education
Professional Telephone Agents
Be a professional, talking to other professionals. Gain valuable business experience while helping others to reach their academic or career goals. The comprehensive training offered and practical experience gained on the job is a great start to a business career.
Depending on the person you're talking to, you will introduce and/or sell either academic products and services to educators and students, or publications and other materials of interest to professionals in a wide range of fields. You will gain experience with financial contracts, distribution services and marketing of educational programs.
Ideal candidates for these positions will possess excellent telephone and communication skills, the ability to work independently, lots of energy, and a sincere desire to succeed. Computer skills are helpful but not required.
\$8.50 an hour to start.
Opportunity for \$10.00 within the first year.
Plus these outstanding benefits:
* Paid Vacation, Sick, Holidays and Personal days
* Liberal Harcourt program discounts
* 401 (k) Retirement Plan
* Excellent Medical, Dental, Vision Plans
* Tuition Reimbursement
Harcourt Learning Direct, formerly ICS Learning Systems and now a Thomson company, is the world's largest accredited provider of offsite Career Training and Degree Programs. We are among the Thomson Family of companies, a leading international publisher of educational content K-12 to College, as well as professional markets.
For consideration call (570)961-4838
Weekdays - 9:00 a.m. to 9:00 p.m. or feel free to stop by any weekday between 9:00 a.m. and 5:00 p.m.

925 Oak Street, Scranton, PA 18515
EOE/AA M/F/D/V


RECEPTIONIST/GENERAL OFFICE
Modular Home Manufacturer
Full time position 8:00am to 4:30pm
Must be responsible, dependable & be able to perform multiple tasks.
General office duties include, but not limited to answer switchboard, office equipment, order office supplies, filing, typing, open & distribute mail, etc.
Computer literacy in Microsoft Office, Excel & Word a plus.
SUN BUILDING SYSTEMS
9 Stauffer Industrial Park
Taylor, PA 18517
or fax resume to: (570) 562-0737

DRIVER/SERVICE
Ferrellgas is a nationwide propane company serving customers through local districts. We are seeking an individual for driver/service responsibilities in the Lehman District.
Responsibilities include delivering propane, installing and maintaining equipment, providing service to customers, and identifying and selling to new accounts.
Excellent communication skills and a genuine commitment to providing superior customer service are absolute requirements. Candidates must be able to meet applicable DOT requirements.
We offer a competitive salary, excellent benefits package, employee Stock Ownership Plan, and bonus plan. Interested candidates should apply in person at:
Ferrellgas
RR3 Box 152 b
Hunlock Creek, Pa 18621
1-800-238-0023

INDUSTRIAL ELECTRONICS TECHNICIAN
Bridon American has an opening for an Industrial Electronics Technician at our Exeter facility. The facility is a three shift operation. Duties include installation, removal, repair, construction, and modification of all types of equipment. Must have experience with DC and Variable Frequency Drives and PLC's. Qualified applicants must have minimum of an Associate's Degree or equivalent training. Interested candidates should send a resume to or complete an application at:
Bridon American
280 New Commerce Blvd.,
Wilkes-Barre, PA 18706.
Applications may also be completed at Bridon's Exeter facility location at 101 Steven's Lane.
EOE M/F/D/V

NURSES
RNs FULL TIME
3-11
Come to a small facility with pleasant working conditions only minutes from Wilkes Barre, White Haven and Blakeslee.
For information call
472-3785
or apply in person at:
Bear Creek Health Care Center
ASK FOR DON
E.O.E.


CLEANING PERSON
Part time position 5pm to 9pm,
Monday through Friday, office
cleaning. No weekends involved!

SUN BUILDING SYSTEMS
9 Stauffer
Industrial Park
Taylor, PA 18517
or fax resume to:
(570) 562-0737

The Times♦Leader has immediate openings for paginators in its editorial department.
Times♦Leader paginators are responsible for finishing the computer production of newspaper pages in close consultation with the design editors. As such, this is evening work with shifts beginning around 5 p.m. Some weekend work is also required.
The successful applicant will be proficient in the use of QuarkXPress on the Macintosh computer. Experience with Adobe Photoshop is also a plus. We will train the successful candidate on the specifics of our system.
Send a cover letter and resume to:
Anne Woelfel, Design Team Leader
TIMES♦LEADER
15 N. Main St., Wilkes-Barre, PA 18701
or email resumes to: Annew@leader.net

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

COMMUNITY RELATIONS OPPORTUNITY
Part-Time
Ideal candidate will lead interactive, educational community relations program (for elementary children) in a 13-county service area on an as needed basis. Candidate should have experience in communications, public speaking, education and/or theatre and possess creativity in presentation skills. Charismatic personality a plus. College students looking to gain experience in a classroom setting and interactive community relations program are encouraged to apply. Per diem salary. Travel required. Interested candidates should fax their resume to 570-200-6699 or call 570-200-6309.

Legal Secretary/Paralegal
Diverse civil practice seeks legal secretary or paralegal for immediate opening. Clerical support, appointment & calendar coordination, dictation & legal document preparation are primary duties. Knowledge in Windows, Word Perfect & legal documentation helpful. Salary & benefits commensurate with training & experience. Send resume with reference to:
Professional Bldg.
1460 Wyoming Ave.
Forty Fort, Pa 18704

LPN
SIGN ON BONUS \$1500
HCR Manor Care is seeking LPNs to fill the part time 7-3, full and part time 3-11 and 11-7 positions. We offer full time employees comprehensive benefits, tuition assistance, 401K retirement plan and much more.
ASK ABOUT OUR WEEKEND PROGRAM NEW STARTING RATES & NEW SHIFT DIFFERENTIAL
If you are interested, call Cindy Beck or fax resume to 389-8081. A tour of the facility and an interview appointment will be scheduled.
HCR - MANORCARE
200 Second Ave., Kingston, PA 18704
Phone: (570) 288-9315
E.O.E.

DISPATCHER/FLEET MANAGER
IMMEDIATE OPENING
Metropolitan Trucking, Inc., a local well established regional truckload carrier, providing award-winning customer service, seeks an experienced Fleet Manager for their Bloomsburg, PA facility. This day shift opening is due to facility growth and requires 5 years truckload dispatch experience with strong geographical knowledge of the midwest and eastern United States. Preferred candidates will have Qualcom, AS 400 and computer dispatch experience.
Metropolitan Trucking, Inc. offers an excellent workplace environment with hiring and advanced opportunities from within, competitive compensation, including 401K and full medical coverage. If you meet these requirements and are seeking to build a solid career, please send resume with salary history or requirements to: Human Resources
Fax (570) 389-0303 Attn: Amy Dunn or
Email: pbachman@MTRK.com

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.


SECURITY OFFICERS
IMMEDIATE OPENINGS
in Scranton for FT/PT ACT 235 trained Officers starting @ \$10.00 per hour. Benefits for FT. Call:
Triple A Security Patrol
800-682-4722

CLERICAL
Looking for detail oriented person who is able to perform various office functions. Applicants must have a working knowledge of computers, prior exp. in bookkeeping or accounting a plus.
If interested call 654-1438
(7am-5pm) to schedule an interview.

TOWNSHIP MANAGER
Kingston Township, Luzerne County, is looking for applicants for the position of Township Manager. Kingston Township is a Home Rule Charter Municipality with a population of 7145 covering 14 square miles in the Back Mountain area of Luzerne County.
The Township Manager is responsible for all daily operations of the Township including Police, Public Works, Planning and Zoning, and General Administration. The Township operates on a combined budget of \$2.2 million with 34 full and part-time employees.
The successful candidate should have a bachelor's degree in public or business administration and experience in municipal management. The Supervisors will consider any combination of municipal experience and educational background. Starting salary is depending on qualifications and is combined with a competitive benefit package. A position description is available upon request at 570-696-3809.
Send resume to the Kingston Township Board of Supervisors, Township Manager Search Committee, 180 East Center Street, Shavertown, PA 18708. Application deadline is 4:30 p.m., Friday, October 12, 2001.

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

INCOME DEVELOPMENT SPECIALIST
The American Cancer Society has a new position for a progressive, self-motivated individual to partner with volunteers in the planning, implementation, and evaluation of fundraising activities for the Luzerne County.
Bachelor's degree or equivalent with at least two years proven income Development experience. demonstrated knowledge of fundraising techniques, volunteer recruitment, motivational, and management skills. Self-motivated. Excellent interpersonal, communications, and organizational skills. Some travel required.
We offer a salary in the mid 20's, excellent benefit package, and career potential to the results - orientated professional. send resume with salary requirements by Oct 13 to
A. MacConnell,
1101 Hill St. Jessup, PA 18434
non-smoking environment E.O.E.

CUSTOMER SERVICE REP
Long term temporary assignment at cellular phone stores in Wilkes-Barre/Trucksville/Avoca areas. Exc. communication skills required. \$10. per hr. to start, \$10.50 after training. Training will be provided in Avoca. Excellent opportunity to earn cash for upcoming holiday. Immediate start. Applications accepted Mon. - Thurs. from 9am to 3pm. Please bring 2 forms of ID & resume.
ADECCO
32 E. Union Street Career Link
Wilkes Barre, PA
(570)823-1211


RESTAURANTS
HELP WANTED
Petro's Travel Plaza is hiring for the following positions:
Line Cooks & Dishwashers
Full Or Part Time
Benefits, paid vacation, Apply in person.
Iron Skillet Restaurant
Exit 178B Int 81
654-5111 ext. 3

DENTAL ASSISTANT
FT or PT dental assistant wanted for Back MT office, experienced preferred, excellent benefits including BC/BS, vacation days, holidays & pension plan. Call 696-3868 for interview between 9&5 or send resume to:
Family Dentistry
121 S. Memorial Hwy
Shavertown, Pa 18708.

NURSES
Needed immed Staff relief
3-11 & 11-7 LPN's
CNA's all shifts
Great pay rates, part time & full time.
Call Keystone
Professional Health Care
331-0573

COUNSELOR/ADVOCATE RESIDENTIAL
Provide counseling, advocacy and support services to abused and/or homeless women and their children in a residential setting. Evening and weekend hours required. Bachelor's degree and experience are preferred.
COUNSELOR/ADVOCATE
Provide counseling, advocacy, training and support services through a unique outreach program in a behavioral services setting. Bachelor's degree required. Experience working with victims of domestic violence, computer literacy, and experience in the mental health field are preferred.
Minority and bilingual applicants are encouraged to apply. Send resume and handwritten cover letter by August 24, 2001 to: DVSC, P.O. Box 2177, Wilkes-Barre, PA 18703-2177. E.O.E. No telephone calls will be accepted.

SECURITY OFFICER
IMMEDIATE OPENINGS
P/T in Wilkes-Barre. Candidate must undergo a complete security and background check.
Triple A Security Patrol
800-682-4722

School Business Manager
Must have experience in information systems and business procedures, preferably school finance. Salary negotiable.
Deadline for application is
Wednesday, October 10, 2001
Please send letter of interest, resume and copy of current Act 34 and Act 151 clearances to
Mr. Theodore J. Geffert,
Superintendent,
Crestwood School District,
281 S. Mountain Blvd. Montaintop, Pa 18707

SECURITY OFFICERS
BURNS INTERNATIONAL SECURITY SERVICES
For full and part time positions in Mountaintop & Wilkes-Barre areas. Applicant must meet minimum age requirements, have clean police record, telephone & transportation, high school diploma & GED. Representative will be at the Holiday Inn, Kidder St., W-B. Monday October 1 from 9a to 5p. E.O.E.
Call 344-5209 for more info.

Lawn Care Tech
Now taking applications for career orientated personnel who enjoy working outdoors independently. Good benefit package and training in the latest lawn care equipment to fertilize, lime, etc. Valid driver's license a MUST. apply to:

470 E State St Larksville, PA M-F 7 a.m.-5 p.m.

COOPER'S SEAFOOD WATERFRONT
FT/Part time Line Cooks. 2nd shift.
* Excellent Wages
* Yearly Performance Appraisals
* Free Meals * Uniforms
* Vacation pay & medical benefits
Why not see for yourself why so many chefs have decided to make a career here. Apply in person at:
COOPER'S RESTAURANT
304 Kennedy Blvd. Pittston, PA.

PETRO TRUCK STOP
Full-time, part-time Cashiers & Fuel Runners. Competitive wages. Paid vacations & holidays. Benefits available. Apply in person at Fuel Island or call
Joe Talarico
654-5111 Ext. 116
Exit 178B off I-81

PLACE AN AD IN THE DALLAS POST

RETAIL PHARMACIST
Full-Time Pharmacist needed to manage a Retail Pharmacy in a new location. A high-energy, customer service oriented individual with abilities to start up and build a successful new business is the ideal candidate. Competitive salary and benefits. Opportunities for ownership and/or profit sharing.
Send resume to:
BOX 3100
TIMES♦LEADER
15 North Main Street
Wilkes-Barre, PA 18711-0250

PLACE AN AD IN THE DALLAS POST