

COMPUTER EDUCATOR

After-School program seeks dynamic, creative and flexible employee to assist children in grades 1-6 with computer learning to improve their school performance. Hours are 2:45-6:30pm., M-F during he school year.
Negotiable hourly rate.
 To apply, send cover letter and resume to
Human Resources,
P.O. Box 2004,
Wilkes-Barre, PA 18703.
 "AN EQUAL OPPORTUNITY EMPLOYER"

**CONSTRUCTION
MODULAR HOME
MANUFACTURER**

Experience A Plus
 ● FLOOR FRAMERS
 ● ELECTRICIANS
 ● COUNTERTOP FABRICATOR
 Benefits/Insurance plans available

SUN BUILDING SYSTEMS
 #9 Stauffer Industrial Park
 Taylor, PA 18517
 Fax (570) 562-0737

**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 incl. 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
 E-mail: jorourke@leader.net

**NURSING
OPPORTUNITIES**

The Bloomsburg Hospital has immediate opportunities for Registered Nurses for:

Med/surg: 3:pm-11:pm full-time and 3:pm-11:00 pm part time

ICCU 7am-3pm and 3pm -11pm week-ends

OB 11pm-7am-full-time or 11pm-7am 2 part time positions.

Recently enhanced salaries and we offer substantial differential rates for 2nd and 3rd shifts with greater differential on all weekend hours worked.

Full-Time fringe benefits include paid health, dental and life insurance paid time off for vacation, sick and holiday /personal, and pension plan.

Part-time fringe benefits include participation in health insurance, paid time off for vacation and holiday /personal benefits.

Please send or fax resumes to:

**The Bloomsburg Hospital
Personnel Services**
 549 E. Fair St.
 Bloomsburg, PA 17815
 (570) 387-2103
 Fax # (570)387-2434

**HUMAN RESOURCES
MANAGER**

Local employer seeks a dynamic, motivated professional for our Human Resources Manager position.

The HR Manager is responsible for a broad range of HR related activities, to include benefits administration, recruitment, retention, and employee relations. The successful candidate will thrive in a fast paced environment, take the initiative on projects, and be results focused.

A minimum of 5 years HR experience, along with exceptional communications and organizational skills, prior supervisory experience, and good computer skills are required. A degree in Human Resources is strongly preferred. We offer a competitive salary and benefit package and the opportunity to work in a professional setting.

Please send your resume with salary history to:

BOX 3148
TIMES ♦ LEADER
 15 North Main Street
 Wilkes-Barre, PA 18711-0250

**DALLAS SCHOOL
DISTRICT**

Special Needs Aides \$5.40/hr. & Special Instruction Aides (\$7/hr) for schools located in Dallas and Wilkes-Barre

Send letter of interest, application, resume, references and Act 34 & 151 clearances to:
Dr. Michael Speziale
Asst. Superintendent
Dallas School District
PO Box 2000
Dallas, PA 18612.
Deadline: November 19, 2001.
EOE

DRIVERS

Class A & B

Large, wholesaler seeking Class A & B drivers, excellent benefit package. Competitive rates. Apply at:

Klein Candy Company
 100 West End Rd.,
 Wilkes-Barre, Pa EOE



**TRUCK TIRE SERVICE RETREAD
MANUFACTURING
Wingfoot Commercial Truck
Tire Systems Inc**

Both of these positions are permanent, Full time, overtime required. Experience in manufacturing and truck tire service a plus, however we will train the right people.

We offer a full benefit package including dental, and 401K (50¢ company match on the dollar). Valid driver's license with own transportation and drug screen required.

To arrange for a confidential interview please call John Moran at 457-7780

We are an Equal Opportunity Employer

GENERAL LABOR

Full Time/Part Time Seasonal

Busy food mfg. plant has full time, seasonal and part time openings in our Processing and Packaging dept's. The full & seasonal positions are 40+ hours per week, Mon-Fri., day shift (ability to do OT required)

For our part time positions, you must be avail a minimum of 9am-3pm and a least 1 day per week. Will train (food or packaging exper helpful)

Apply IN PERSON ONLY
 Mon-Fri, 8:00-4:00 at:

House of Bricks
 625 S Main St.
 Wilkes-Barre, PA 18701

(NO phone calls please)

PARENTE RANDOLPH

The Power of Ideas

HUMAN RESOURCES ASSISTANT

Parente Randolph is looking for an experienced Human Resources Assistant. The successful candidate will support the Vice President and HR Administrators and should have the following qualifications:

- Prior Human Resources experience
- Excellent communication and telephone skills
- Excellent typing skills
- Excellent organizational skills
- Proficiency in Microsoft Office

Responsibilities include recruitment program assistance, scheduling of interviews, personnel file maintenance, typing of correspondence and memos and special projects as assigned.

We offer a competitive salary and excellent benefit package. Please submit resume and cover letter to:

Parente Randolph, PC
 46 Public Square, Ste. 400
 Wilkes-Barre, PA 18701

Attn: Human Resources Administrator or e-mail to hr@parentenet.com.

BOOKKEEPER

Part-time for landscaping company. Knowledge of Quicken & Quickbooks a must.

Please call,
696-5013

**Home Sweet Home
Personal Care, Inc.**

We're looking for personal care aides and companions to join our team of professionals. Home Sweet Home Personal Care is a private duty agency that provides excellent care to our patients in the comfort of their own home. Duties include:

- Bathing
- Companionship
- Light House Work
- 24 Hour Service 7 Days A Week
- Full/Partial Shifts
- Personal Care
- Dressing
- Assistance w/Meals

**EARN EXCELLENT PAY WHILE
WORKING FLEXIBLE HOURS**
 Call **570-288-1995**
 For more information or to set up interview.

480 Pierce Street, Suite 318
 Kingston, PA

\$400

**Sign On
Bonus**

Interested Individuals should send a resume indicating reference number, along with salary requirements to:

Human Resource Department Reference #

90 Maynard St.
 Williamsport, PA 17701

Guaranty Bank

INCORPORATED AS SUNBANK

Guaranty Bank, incorporated as SunBank, a \$950 million community-based financial institution, has immediate full-time and part-time openings and is accepting resumes for the following positions:

CUSTOMER SERVICE REPRESENTATIVE

Mountaintop Full-time, Reference # 01/107	Pikes Creek Part-time, Reference #01/071
Nanticoke Full-time, Reference # 01/054	Wilkes-Barre Part-time, Reference #01/058

Responsibilities include managing a fund of cash, processing customer transactions and assisting customers with appropriate products and services. Prior bank experience is not required.

The ideal candidate must:

- Possess a friendly personality
- Possess excellent written & oral communication skills
- Possess basic computer skills
- Be self-motivated
- Be able to adjust to a flexible schedule
- Possess a thorough knowledge of all bank products and services

We offer an excellent compensation package, designed to reward your achievement, a competitive benefit package including Profit Sharing and 401k, as well as medical, dental, vision and prescription insurance.

EOE/M/F/H/V

COMMUNITY HOME WORKERS

- (1) FT position M-F 1:30pm to 9:30 pm.
 - (1) FT position, Sats. & Suris. 11am-9:30pm. Also Weds. 9:30pm-9:30am, and Fridays 10am-4pm.
 - (1) PT position working with 3 developmentally disabled males in the Nuangola area. Sats. from 9:30pm-11:30 Sunday morning. Mondays, Thurs. & Fri. from 9:30am-2:30pm.
- Both positions in Dallas area. Working with developmentally disabled individuals. Experience is helpful, training will be provided. Valid drivers license is required. Benefits available with full time position.

For information call **Impact Systems Inc. at 829-3671**
 EOE

**SINGLE COPY
DISTRIBUTORS**

The TIMES♦LEADER is looking for buy/sell agents in Luzerne County.

This is a very profitable business opportunity.

- * Timely distribution of 500-700 Times Leader papers and other paid products to stores and vending machines
- * Distribution of our alternative products to stores located on your route (Homes Magazines, Weekender, Careerpath)
- * Responsible for weekly collections from your stores and vending machines
- * Increasing sales and improving placement of our products

Routes average \$25,000 to \$30,000 per year. There is great potential for growth throughout our market. Increase your profits immediately! You must have a cargo van or vehicle capable of hulling bulk bundles of our products.

For more info, call:
(570) 829-7151

**HOUSEKEEPERS
HOUSEMEN**

Come Join Our Team

- ◆ Full Time positions
- ◆ Competitive starting wage
- ◆ Benefit Package

Apply in person:
 Hampton Inn
 1063 Hwy 315, Wilkes-Barre
 Across from Motor World
 Applications Available at the front desk

**SERVICE SCHEDULING
REPRESENTATIVE**

Benco Dental Company is the nation's largest independent distributor of dental supplies and equipment, delighting our customers since 1930. We are seeking a conscientious, detail-oriented individual who desires a stable, team-oriented environment with opportunities for ongoing training.

The successful candidate will schedule service calls for technicians in dental offices. Position requirements include the ability to communicate effectively, knowledge of geography and map reading, and excellent customer service, telephone and computer skills.

We offer a competitive compensation package, including a flexible benefits program with five health insurance options, dental, vision, short/long term disability, life insurance, vacation/personal time and a generous 401k retirement plan.

If this sounds like your type of work environment, we would like to hear from you! Please forward resume/letter of interest or complete an application in person at:

Benco Dental Company
 Human Resources Department
 11 Bear Creek Blvd.
 Wilkes-Barre, Pa. 18702
 An Affirmative Action Employer
 M/F/V/D

**TELESERVICES
REPRESENTATIVE
PART TIME**

Benco Dental Company, the nation's largest independently owned dental supply and equipment company, is seeking a persuasive, effective communicator to set appointments for our sales team. This part time position offers a competitive wage and excellent growth opportunity and requires excellent communication/ listening/telephone/ interpersonal skills; ability to work flexible hours; willingness and ability to learn new products; computer skills and prior sales/ marketing experience helpful, but not required. Training will be provided. Interested candidates may apply in person or submit resume to:

**Benco Dental
Company**

Human Resources Department
 11 Bear Creek Blvd.
 Wilkes-Barre, Pa. 18702
 Email: HuResEML@benco.com
 Fax: (570)820-3445
 Phone: (570)825-7781
 Affirmative Action Employer
 M/F/V/D

**ROUTE SETTLEMENT
SUPERVISOR**

Coca-Cola Bottling Co. has an immediate opening for a second shift Route Settlement Supervisor. The successful candidate must have previous supervisory experience, preferably in the beverage industry. Job duties will include, but are not limited to supervising Route Settlement Clerks & Cashier, balance inventory & deposits daily, identify correct invoice errors, and resolving driver issues. We offer an excellent salary and benefit package, which includes a 401(k) plan. Qualified candidates should fax or mail resume and salary requirements to:

Coca-Cola Bottling Co.
 Attn: L. Calabrese
 300 Oak Street Pittston, PA 18640
 FAX: (570) 655-2634
 E.O.E.

**INSTALLATION/
SERVICE TECH**

Immediate position available. Northeastern Security is looking for an installation/service tech. Salary benefit 401K.

Send resume to:
897 Wyoming Ave.
Wyoming, Pa. 18644
or fax 570-613-5028

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



Your Experience Counts!

Come see what Allied Service John Heinz Institute has to offer!

EMPLOYMENT FAIR

at The John Heinz Institute of Rehabilitation Medicine

If you are a
RN, LPN, CNA, NA or Unit Clerk
 plan to attend our Open House on
Wednesday, November 14

A variety of shifts are available. Tours, light refreshments, and on-site interviews with our nursing team will be provided from 10:00 a.m. to 5:00 p.m.

Salary commensurate with experience, paid employee health insurance for full time employees along with many other great benefits.

The John Heinz Institute is located at 150 Mundy St., Wilkes-Barre. For more information call 1-800-368-3910.
Hope to See You There!

**MASONRY
RESTORATION
MECHANICS**

Needed immediately for a project located in Miami Fla. Applicants must have, concrete patching experience,

CALL OR APPLY AT

C&D Waterproofing Corp
 300 Paper Mill Rd.,
 Bloomsburg, PA 17815
 or phone 570-389-8446

**ACCOUNTING
CLERK**

United One Resources is seeking an experienced Accounting Clerk for our Wilkes-Barre office. This is an excellent opportunity for a person with an Associates degree in Accounting and 1-3 years of experience. In this position you will perform bank reconciliation's check preparation and disbursements and the ability to account for and support wire transfers both incoming and outgoing. We offer a competitive salary history and resume to:

United One Resources, Inc.
 P.O. Box 390
 Wilkes-Barre, PA 18702
 Fax: 570-824-7180

Email:
 lgardner@unitedonerresources.com

MACHINE OPERATOR

COME GROW WITH US!

Woodworking factory needs edgband operator. Will train. CNC experience helpful. Must have good understanding of machinery, read prints, pay attention to details, knowledge of machinery and operations.

- We offer:**
- Excellent wage rate
 - Company paid employee health insurance
 - 401(k) pension plan
 - Company paid holidays
 - Personal days
 - Liberal vacation schedules
 - 100% paid tuition machine schooling program

**MUST APPLY IN PERSON
mornings only**

Modern Plastics Corp.
 152 Horton Street Wilkes-Barre

**PSYCHIATRIC
OPPORTUNITIES**

The Bloomsburg Hospital has an immediate position for a full time Registered Nurse for 11pm-7am. Would be willing to train interested candidates.

Also immediate positions for (2) part-time **Mental Health Technicians**. Would be willing to train interested candidates.

Benefit package to include paid health, dental and life insurance, paid time off for vacation, sick, and holidays/personal, and pension plan for full time positions

Benefit package for part-time positions includes participation in health plan.

Applications can be obtained at the Personnel Department or send or fax resumes to:

Please send or fax resumes to:

**The Bloomsburg Hospital
Personnel Services**
 549 E. Fair St.
 Bloomsburg, PA 17815

(570) 387-2103
Fax #(570)387-2434

EOE MFHV