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REGISTERED

**NURSE** 

**SUPERVISOR** 

**EVENING SHIFT** 

Little Flower Manor is seeking a Professional

experienced in clinical & management skills.

sion and Direction of the staff.

Nurse who is Mission Oriented, Motivated and

The Nurses will be responsible for our Full time

& part time 3p.m –11pm shift and the Supervi-

Enjoy working with a well- supported profes-

sional team that has the freedom to do their

work, and where their attention and ideas are

For Information & an Interview Contact:

LITTLE FLOWER MANOR

& ST. THERESE RESIDENCE

**DIRECTOR** 

**IMAGING SERVICES** 

Berwick Hospital Center

This full time position directs the inpatient

and outpatient Radiology Department op-

erations including diagnostic, ultra-sound,

nuclear medicine, CTC, MRI and osteopo-

Requirements include: Bachelor's Degree

and a minimum of ten years experience, at

least five years at a management level.

Strong professional and personal commit-

ment. We offer a competitive salary and

Please send resume or apply in person to:

**Berwick Hospital Center** 

701 E. 16th Street

Berwick, PA 18603

EOE

DENTAL /

**ORTHODONTIC ASST.** 

Personable, reliable, accurate, Clincial Asst

needed. Mon, Tues, Wed., 8am-5pm. Or-

thodontic experience and radiation certification required. Please call Marisa at the Brace

570-287-8700

Immediate openings for Regional Tractor

Trailer Drivers. No trips longer than 2 nights

Home most weekends. Competitive pay &

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8-4, for interview appt.

LEGAL SECRETARY

FT secretary needed for Kingston Law Firm

Dictaphone and word processing skills re-

quired. Salary and benefits are negotiable.

Please submit resume to:

Help Wanted 270

SUPERVISOR OF

**EDUCATION** 

in Special or Ele-

Send resume to: Friendship House, Director of Human Resources, P. O Box

3778, Scranton, PA 18505. We offer competitive wages and health benefits.

RN - HOME HEALTH Full Time /Part Time. Flexible hours. Benefits available. Mileage reim-bursement. 655-5416

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mentary Education.

EDUCATION

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rosis clinic services.

benefits program.

Nancy Defranco, RNC DON

200 South Meade St.

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Fax:(570) 823-5171

Wilkes-Barre, PA 18702

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DISTRIBUTION

**CLERKS** 

Seeking two part-time individuals to work in

our hospital services distribution department,

High school degree or equivalent with good

customer service skills, legible penmanship,

and able to perform in a regulated environ-

Competitive salary. Both positions offer ex-

cellent benefit package (family health insur-

ance, dental, vision, paid leave time, pension,

Interested applicants may submit resume, in-

dicating which shift applying for, by Monday,

**American Red Cross** 

**NEPA** Region

Attn: HR Department

P.O. Box 420,

Wilkes-Barre, PA 18703-0420

EOE M/F/D/V

No Telephone Calls, Please

DELIVERY DRIVERS

Matheson Transfer growing Warehouse & Deliv-

ery Distribution Dept. has immediate openings

for F/T Delivery Personnel with driving experi-

Package including Health, Dental and Vision in-

surance, a Simple IRA plan, Paid Holidays & Vacation. F/T positions require the availability to

work Mon.-Sat. Interested applicants should ap-

Matheson Warehouse

157 Welles St., Forty Fort, PA.

**CABINET REFACERS** 

Installers looking for steady

work, immediate pay program

and monthly bonus program.

Need reliable transportation,

tools and insurances. Call Wes:

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**HOUSEKEEPERS** 

**FULL & PART TIME** 

King's College

has immediate openings for Housekeepers

to perform routine building and cleaning

duties. Full time hours are Monday through

Friday 8:00 am to 3:30 pm. Part time nours are Monday through Friday 4:30 pm

to 8:30 pm. Interested applicants should

send a resume or apply in person to:

**HR** Office

King's College

181 N. Franklin St.

W-B, PA 18711

E.O.E.

LPN / FT

TREATMENT NURSE

HCR ManorCare Kingston has a full time

opening for a treatment nurse. Working

Hours will be 8-4:30 PM, every other week-

end, 40 hours / week. Full time position

offers comprehensive benefits, 401K re-

tirement plan, education assistance pro-

If you are interested in a nursing position

"that makes a difference," call Cindy Beck

at 288-9315, fax resume to 288-8081 or

ManorCare Health Services

200 Second Avenue

Kingston, PA 18704

E.O.E

stop in for an interview and a tour

grams and much more.

We offer an Excellent Salary & Benefit

ment. Computer experience preferred

401K, AD & D, LTD, Life, EAP).

February 10, 2003, to:

ply in person

2nd and 3rd shifts, weekends and holidays.

FAX it: 570-831-7312

Pre-Paid Ads

Ads that fall under the following criteria must be paid in advance of publication: Work wanted + Situations wanted All ad for moving, if they are leaving the area. All ads for going out of business. Ads from outside our circulation area.

**Errors & Ad Cancellations** 

# DRUM LESSONS

**Employment** 

Animals

**Announcements** 

Chaz Evanz, 30 years experience. All styles of music. Your house or my studio. 954-1745

#### Legals & **Public Services 100**

MEETING NOTICE Dallas Borough Council will hold a special meeting on Monday, February 3, 2003 at 6:30 p.m. in Council Chambers, 25 Main Street, Dallas, PA 18612. The meeting is for general purposes and is open to the public. Questions pertaining to the meeting can be di-rected to the Borough administrative office between 9:00 A.M. and 4:00 P.M. Monday to Friday at (570) 675-

eph Moskovitz

Borough manager

ESTATE NOTICE

RE: Estate of Margaret
C. Gregory. Decedent
died on January 27,
2003, in Wilkes-Barre
General Hospital, her
address was 220 Lake
Street Apt 310, Dallas,
Dallas Township, Luzerne County, Pennsylvania. Please advertisethe grant of Letters
Testamentary to: Willis
E. Ide, Executor. Care
of Law Offices of Bernard Walter 20 Memorial Highway, Shavertown, PA 18708,

MEETING NOTICE

MEETING NOTICE

The Dallas Township Zoning Hearing Board will hold a Public Meeting on Monday, February 10, 2003, at 7:00 p.m. at the Dallas Township Municipal Suilding to hear the folving appeal:

I. Russell Newell, P. O. Box B, Dallas, PA 18612 – for a special exception from Article 95-18 to construct two (2) storage buildings. Property is zoned A-1 and B-3, and is located adjacent to Route 309.

Interested parties are urged to attend.

# ESTATE NOTICE

of the Township of Jackson, Luzerne County, Pennsylvania, who died on December 20, 2002. All persons indebted to said Estate are requested to make payment and those having claims or demands to present the same without delay to Debra Silvetti, Executrix, c/o Stephen B. Killian, Esquire, 345 Pierce Street, Kingston, Pennsylvania, 18704

**Attorney** 

Services 200 A + BANKRUPTCY FREE Consultation . 7, 11, 13 LOW RATES 3-1800 Mahler, affer & Pugliese.

Lost & Found 220 FOUND GLASS in Back Mountain area. Call 826-1412

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TARKY FUHER FAURALE
FOR 2003

10 Day escorted tours.
Departures are from
NY. Few Dates left.
Call for details.
\*\*\*\*\*\*\*\*\*
\*NYC Harbor Yacht Cruise
3 hrs. Sunday Brunch June 8, \$82./person
\*\*\*\*\*\*\*
Alaska Cruise
Royal Caribbean's
Legend of Sea.
Aug. 15th, 03
\*\*\*\*\*\*\*
17th Annual Bermuda
Cruise - Zenith
Sept 20 - Call for details
Leaves from NY. City Objective of this position is to ensure the improvement of the quality of educa-tion. Minimum requirements, BS or BA in Special Ele-mentary Education, 5 years experience working with chil-dren, PA certification in Special or Ele-

Leaves from NY. City oyal Travel & Tours Inc 239 B Spring Street Vilkes-Barre, PA 18702 (570) 820-8450

Help Wanted 270

ENTAL - FRONT OFFICE ngston. Dental insur-ance & computer billing req. Full time, benefits included; health plan & retirement. Monday through Thursday. 570-696-4393

Office Manager P.O. Box 1829, Kingston, PA 18704-1829.

WILLING TO EDUCATE

Help Wanted 270

Prime America Financial Service 822-5571

FRONT DESK

We are now seeking a mature friendly responsible individual for a F.T. position. Must be flexible to the first responsible to the flexible to the first responsible to the avail. Apply in person

COMFORT INN

at 309 & Blackman St.

HEALTHCARE LPNS

Part time for Shift Care & Home Visits. Home Health Aides Full time for home health & private duty. Call for an appointment. Northeast Private or an appointment theast Private Duty 602-8734

# **CIRCULATION Newspaper in Education Manager**

The Times Leader is seeking a NIE Manager to promote and increase sales of our NIE program. The individual we are seeking will be responsible for promoting community service through NIE and assist in the battle against illiteracy. The successful candidate will:

◆ Prepare and maintain NIE budget.

◆ Achieve circulation growth and gains.

♦ Place newspapers in classrooms for teachers and students to find out first hand how useful a resource the Times Leader can be.

 Maintain penetration throughout the entire distribution area. ◆ Maintain NIE and the Times Leader's visibility as a viable.

350-370

400-535

550-758

valuable resource regardless of educational needs. ◆ Continue to improve processes for record keeping and tracking

of performance. ◆ Produce NIE materials.

◆ Add programs to expand and enhance services.

Solicit for corporate sponsorships.

◆ Accounts payable and receivables for all NIE programs.

◆ Special community projects.

The successful candidate will have excellent communication skills with fund raising experience, community business contacts and be knowledgeable of the education field. A desire to combat illiteracy and be able to work flexible hours. Ability to lift up to 25 lbs. A valid driver's license and reliable vehicle required. Qualified candidates may send a letter of interest and resume to:

> Colleen Wateski, Human Resources Director NMESOLEADER 15 North Main Street, Wilkes-Barre, PA 18711

We are an equal opportunity employer committed to diversity in the workplace.

# LOSS CONTROL REPRESENTATIVE

Pennsylvania Lumbermens Mutual Insurance Company, a longestablished property/casualty insurer for the lumber, woodworking and building materials industries, is looking for a Loss Control Rep to manage one of our Northeastern territories. The position is responsible for completing surveys on prospective accounts and providing consultative service for managed accounts. Interaction with insureds, brokers, sales reps and home office staff required. Candidates should have at least 3-5 years loss control experience in property/casualty insurance field, strong knowledge of wood working industry, familiarity with automatic sprinkler systems, and professional designation. PLM offers competitive salary + discretionary bonus, company car, business expense acmatching) and pension.

Interested candidates should send their resume to: Jane Gallagher @ jgallagher@palumbermens.com or fax to 215-625-9097 attn: Human Resources

We have P/T opportunities for you to make great money in the early mornings hours. Our independent contractors are responsible for providing great service to our home delivery customers. Is all you need is a reliable vehicle and a desire to work hard. We also offer ways for you to supplement this income.

No interference with your full-time responsibilities, Early morning hours, 7 days/ week (approx. 20 hours/ week Our Carriers Are:

Professionals ♦ Housewives ♦ Students ♦ Nurses Accountants ♦ School Bus Drivers ♦ Bankers Insurance Agents ♦ Waitress/ Waiter ♦ Bartenders The following areas are available:

Pittston & surrounding areas ♦ Nanticoke ♦ Kingston South Wilkes-Barre ♦ West Pittston ♦ Plymouth

Call 829-7206

# SALES CONSULTANTS

Motorworld is currently seeking candidates for Sales Consultant opportunities in our Mitsubishi showroom. Experience in auto sales preferred but not required. To qualify, you should have a customer focused goal oriented personality and effective listening skills. You should be a team player, have a high level of integrity and a genuine interest in helping our customers meet their needs. These positions offer strong earning potential, a comprehensive benefits program and a team oriented work environment. Interested candidates should apply in personto our Mitsubishi showroom on Motorworld Drive in Wilkes-Barre.

Join The Motorworld Team Today!

Motorworld is an Equal Opportunity Employer and is committed to a drug-free work environment

Help Wanted 270

HEATING TECHNICIAN Knowledge of oil burners, gas furnaces. Salary commensurate with experience. Call

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Unique Machine, Great
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TOLL FREE: 1-800-63774444 Statewide Classifieds 282

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ATTENTION: Party Pan Managers, Displayers -Be Part of the Best -40% Commissions - In-finity Bonuses - Ground Floor Opportunity - We need you Experience! Home & Garden Party -Call free 1-877-767-4248

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CEDAR LOG HOME DEALERS WANTED. northern White Cedar, Post nd Beam. Best built in America. 2 sales per month generates \$120,000/yr. We train you. Financing . 100's of models. Call 336-760-6480 **Statewide** Classifieds

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DRIVER Company - & owner Ops REGIONAL - HOME WEEKLY. Pay for experience up to 38¢ mi. Company. 87¢ /mi. owner ops. 1-800-846-4321 ARNOLD TRANSPORTATION

# 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: Joyce R. Tinner 15 N. Main Street Wilkes-Barre, PA 1870 e-mail: jtinner@leader.net

# **MECHANIC ★ POWER ★ ★** GENERATION ★ \* TECHNICIAN\*

**Cleveland Brothers Equipment Co., Inc.,** 

HAS IMMEDIATE OPENINGS FOR Power Generation Technicians. These opportunities exist at our Wilkes-Barre facility. Skills needed for this position include strong knowledge of: industrial diesel engines and gas engines, as well as some electrical skills. Applicants should also possess good communication

If you are looking for a challenging position with one of the leading companies in the state, offering an excellent wage and benefits package, please send your resume to:

> **Matt Seward Cleveland Brothers** Equipment Co. P.O. Box 1132

Wilkes-Barre, PA 18703 A Drug Free Workplace Affirmative Action Employers M/F/D/V

### OCCUPATIONAL THERAPY ASSISTANT

IMMEDIATE OPENING

Full time position to provide services in school settings in Monroe County. Valid PA Occupational Therapy Assistant license required. Excellent family fringe benefits package. Send letter of interest & resume to: RECRUITMENT OFFICE Colonial IU 20

6 Danforth Dr. Easton, PA 18045-7899 FAX (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

# Exhibit Show Workers wanted to work in

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ask for Convention Manager

Fax: 570-824-9975

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Call Bill or Ralph 570-722-9111 Ext. 685

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