

**ADMINISTRATIVE ASSISTANT**

Large multi family community is looking for an energetic person to join the team. Organizational skills, computer knowledge & attention to detail a must. Full time, Monday through Friday, with full benefits.

Please send resume to:  
**EDWARDSVILLE APARTMENTS**  
9 Beverly Dr.  
Edwardsville, PA 18704  
Attn: E. Barone  
Or fax to: (570)287-3301

**OFFICE MANAGER**

Needed for family business. Some accounting background a plus. Must have 3+ years experience, working knowledge of all office equipment, Word, Excel, Quick Books. Team player. Reply to:  
BOX 3803  
Times Leader

15 North Main Street, W-B, PA 18711  
Or Fax 570-822-8890

**VIRTUAL CLASSROOM TEACHERS**

Keystone National High School, a Bloomsburg based, Pennsylvania licensed and regionally accredited distance education program, is seeking applicants who possess Pennsylvania Secondary Teaching Certification in all major subject areas (English, Math, Sciences, Social Studies, Health) to teach our Virtual Classroom series.

This new program offers an opportunity to teach in a highly interactive online environment. Positions involve grading of examinations, essays and journals, as well as leading proactive instruction via discussion boards and communication with students. A personal computer with internet access is required. For consideration, please send your resume to:

Director of  
Education-VCS  
KC Distance Learning  
420 W. 5th Street  
Bloomsburg, PA 17815

**SALES**

Successful insurance agency looking for a sales producer to obtain Personal Lines accounts. The right candidate is self motivated, highly organized with strong communication skills. A clear confident speaking voice is a must. Position involves extensive telemarketing to develop established sales leads. Excellent benefit package, friendly & professional environment, with an attractive base salary plus commissions.

Send resume to:  
P.O. Box 1107  
Scranton, PA  
18501

**AUTOMOTIVE SALESPERSON**

Multi-line auto dealership has openings available for experienced automotive salespersons. We offer competitive wages and a complete benefit package. To schedule an interview, contact Anne Bazil at:

Wyoming Valley Motors  
Rte. 11 Larksville, PA 18704  
570.288.7411

**HOUSEKEEPER/ BABYSITTER**

Seeking mature, reliable, cheerful person to care for two small children and house in Dallas. Need someone who can be flexible with hours. Good pay and benefits.

Call 570-714-7230 and ask for Sue.

**CNA - 3-11, FT/PT  
LPN - All Shifts, PT  
DIETARY - PT**

Apply in person: Hampton House  
1548 Sans Souci Pkwy, W-B, PA 18706  
570-825-8725  
Or fax resume to: 570-825-4319  
EOE MF/D/V

**SERVICE MANAGER**

Wyoming Valley Motors has a position available for an experienced service manager. Salary commensurate with experience. We offer a pleasant working environment and a complete benefit package. To schedule an interview, contact Anne Bazil at:

Wyoming Valley Motors  
Rte. 11 Larksville, PA 18704  
570.288.7411

**ADMINISTRATIVE ASSISTANT**

Experienced Administrative Assistant needed for a large insurance firm. Motivated candidate must possess strong typing, clerical and phone skills. Position demands attention to detail and good organizational abilities. Must be willing to accept responsibility for a variety of tasks. We offer excellent benefit package, competitive salary.

Send resume to:  
P.O. Box 1107  
Scranton, PA 18501

**LABORERS**

Area utility has an opening for a laborer. The successful candidate must be capable of performing general labor & maintenance work, heavy lifting, possible long distance walking and able to perform in all weather conditions for 8 hours a day. Competitive salary and benefits program.

Send resume to:  
BOX 3790

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

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**DRIVERS**

**RUN DEDICATED**  
• Top wages and home weekly  
• Permanently assigned equipment  
• Limited number of positions  
Call now!

1-877-452-5627

EOE  
We accept calls 7 days a week  
Subject to drug screen.  
Experience required

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**INVISIBLE FENCE INSTALLERS**

Will train right person for installation of underground wire and equipment. FT/year round. Must enjoy outdoor work. Must be able to work with dogs and their owners. Landscape exp. a plus. Valid PA DL req'd. Apply in person:

Invisible Fencing Of NEPA  
132 N Mountain Blvd. (Rte 309),  
Top of the Mountain Plaza, Mountaintop  
8:30 a.m. - 4:30 p.m.

**TEMPORARY FILE CLERKS**

The Department Of Veterans Affairs Medical Center, Wilkes-Barre, Pa is currently recruiting for temporary file clerks not to exceed 60 days.

This position is open to all interested applicants and will not lead to a permanent position.

To receive an application package for this announcement, interested applicants must call Helene Becker at 570-824-3521 extension 7320 or apply in person.

Human Resources  
Department  
VA Medical Center  
1111 East End Blvd,  
Wilkes-Barre PA 18711-0026

**MAINTENANCE TECH**

Position available a apartment community. Must have knowledge of plumbing, electrical & carpentry skills. Salary + benefits. EOE. Call  
570-822-5534

**CONSTRUCTION SUPERINTENDENT**

Medium sized commercial/ industrial contractor seeking an aggressive qualified superintendent who doesn't mind working with a tool, if necessary. Salary range \$35,000 to \$50,000 + medical/ dental, profit sharing, vacation, holidays. Valid drivers license a must. Projects throughout PA. Project range in 250K to 10 million volume. All replies held in strict confidence. eoe

Reply to:  
BOX 3787  
TIMES LEADER  
15 North Main Street  
Wilkes-Barre, PA 18711-0250

**AUTO SALES**

Prior experience in retail sales preferred but will train the right candidate. Must have excellent customer skills, be a team player and have the drive to succeed. Positions offer strong earnings potential and a comprehensive benefits program.

Apply in person to our  
New Car Showroom  
Motorworld Drive  
off Route 315 in  
Wilkes-Barre

Join the Motorworld sales team today!



**NEW WEEKEND PROGRAM**

**RN, LPN, CNA**

All shifts, FT benefits, shift differential, competitive salary.

**LPN FT/PT 3-11 & 11-7**

Comprehensive salary, shift differential, some positions with FT benefits.

**CNA**

PT, All Shifts

Interested applicants come in for an interview or fax resume to:

Kingston Commons  
615 Wyoming Ave.  
Kingston, PA 18704  
PH: 570-288-5496  
FAX: 570-288-8335

A not for profit organization  
E.O.E.

**ENVIRONMENTAL PLANNER I**

Northeast PA's leading custom home building organization seeks a person to assist with soil & terrain evaluations for on-site soil & percolation tests, general terrain evaluation, system design, & permit coordination. Sewage enforcement officer experience and/or a Bachelor's Degree in an Environmental Science required; some training assistance available. Salary commensurate with experience; benefits include 401K. Submit resume to:

LTS Development  
ATTN: John Gigliotti  
P. O. Box 160, Shawnee-on-Del.,  
PA 18356, or via fax:  
570.424.9525 EOE

**PA/NY CERTIFIED TEACHERS**

Due to increased student enrollments in Pennsylvania and New York for the 2003-2004 school year, Keystone National High School, a Bloomsburg based, Pennsylvania licensed and regionally accredited distance education program, is seeking applicants who possess Pennsylvania Secondary Teaching Certification in all major subject areas to teach in our independent study eSchool program. Must also possess or be willing to obtain New York State Certification. There part-time, online teaching positions involve grading of examinations, essays and journals, and communication with students via computer or telephone. A personal computer with internet access is required. For consideration, please send your resume to:

Director of  
Education-PA/NY  
KC Distance Learning  
420 W. 5th Street  
Bloomsburg, PA 17815

**PRODUCTION**

SBS has openings due to production increase

EXPERIENCED:

**FRAMERS**

SBS offers:  
health/ life insurance paid  
holidays/ vacations top  
competitive wages. Apply at:

**SUN BUILDING SYSTEMS**  
#9 STAUFFER  
INDUSTRIAL PARK  
TAYLOR, PA 18517  
Fax#: 570-562-0737

**Become a KidsPeace Foster Parent!**

Call us in Scranton for more info.  
800-551-2238

**ALBANY DODGE**  
770 CENTRAL AVE, ALBANY NY 12206

Currently has an immediate opening for the following position:

**EXPERIENCED AUTOMOTIVE TECHNICIANS**

If you are a Service Technician with at least two year of dealership experience and is willing to relocate, than this is the opportunity you've been looking for. We're only about 2 1/2 hours drive from the Wyoming Valley.

**WE PROVIDE:**

- Reimbursement of all relocation expenses
- Premium wages based on your experience
- \$4,000 sign on bonus
- Great benefit package with major medical & dental
- 401K with 50% company match
- Excellent management support for your success
- Over 30 years in business at same location

**YOU PROVIDE:**

- Your own tools and the desire to start a long and successful career with the best and fastest growing dealership in the Capitol District.

Anyone interested in learning more about this great opportunity, should contact Jim Alimindo immediately at 518-438-8461 or fax resume to:

ATTN: Jim Alimindo  
Service Manager  
Fax: 518-438-0438

**ALBANY DODGE**  
770 CENTRAL AVE, ALBANY NY 12206

Currently has an immediate opening for the following position:

**ASSISTANT SERVICE MANGER EXPERIENCED SERVICE ADVISOR**

If you are a Service Advisor with at least one year of dealership experience and is willing to relocate, than this is the opportunity you've been looking for. We're only about 2 1/2 hours drive from the Wyoming Valley.

**WE PROVIDE:**

- Reimbursement of all relocation expenses
- Your new pay plan will be based on a \$50,000 per year minimum to start. All performance commissions are paid weekly.
- Demo allowance program
- Great benefit package with major medical & dental
- 401K with 50% company match
- Excellent management support for your success
- Over 30 years in business at same location

**YOU PROVIDE:**

- The desire to start a long and successful career with the best and fastest growing dealership in the Capitol District.

Anyone interested in learning more about this great opportunity, should contact Jim Alimindo immediately at 518-438-8461 or fax resume to:

ATTN: Jim Alimindo  
Service Manager  
Fax: 518-438-0438

**CUSTOMER SERVICE 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 customer service representative to work in our dental lab department.

Position requirements include the ability to communicate effectively; excellent telephone, customer service, computer, and organizational 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, profit sharing, 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  
Fax: (570)820-3445  
Email: HuResEML@benco.com  
An Affirmative Action Employer  
MF/D/V

**DRIVERS**

**\*\*STABLE REGIONAL CARRIER NOW HIRING\*\***  
Ready to earn \$50,000 + a year?  
Holiday, sick days, family benefits, pension plan and more!

**\$1,000 hiring bonus HOME WEEKENDS**

Must have 2 years experience & clean MVR.

ALSO: seeking fleet owners (incentives) &

**OWNER OPERATORS**

Excellent package, \$1.05/ mile, ALL miles  
Call Gwen @  
800-345-8052 x4.

**GEOGRAPHIC TERRITORY ACCOUNT EXECUTIVE**

**TIMES LEADER**

Retail Display Advertising Department is looking for a territory account executive.

If you possess great communication skills we are looking for you.

Sell advertising space to existing accounts and provide necessary servicing. Solicit business from potential advertisers through the use of effective sales presentations. Develop advertising strategies, layouts and ad copy to increase sales to existing accounts and to attract new advertisers.

**Responsibilities include:**

- Coordinating necessary activities between Advertising, Production and Credit departments.
- Plans advertising strategies campaigns and budgets. Develop layouts, write ad copy and prepare sales presentations.
- Complete administrative paper work and maintain files.

Bachelor's degree with courses in marketing, sales techniques, psychology, business writing and communication; or equivalent work experience.

Two to three years experience a plus.

We provide Medical, Dental, Vision, Life Insurance, Long term Disability, Flexible Spending Account and Long Term Care, Stock Purchase Plan, 401K Savings Plan and many other benefits.

**Send resume and cover letter to:**

Sharon Petchel  
Human Resources Director  
Times Leader  
15 N. Main Street  
Wilkes-Barre, PA 18711

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

**JOURNEYMAN**

**Immediate opening**

Looking for qualified journeyman/ electrician. Salary commensurate with experience. health insurance, paid vacation and holidays. Must be will to participate in drug testing and physical exam program paid for by employer. Reply to:

K & K ELECTRIC, INC  
154 S. Market St.  
Nanticoke PA 18634  
570-735-5064

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**FILE CLERKS/ CLERICAL**

Full-time, growth positions in our Taylor office. No nights or weekends. Benefits. Relocating to WB in July. Fax resume to: Mr. Masi 570-562-7608

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**F & I MANAGER**

Immediate opening for a financial services professional with 1-2 years experience. Automotive experience preferred but will train the right candidate. Requires excellent customer service, sales and organizational skills. If you are seeking to make top money working for an industry leader, email your resume to:

ichoma@motorworldgroup.com

or mail to his attention at:



150 Motorworld Dr.  
Wilkes-Barre, PA  
18703

Motorworld is an Equal Opportunity Employer and is committed to a drug free workplace.