

Send letter of interest & resume to: RECRUITMENT OFFICE, **Colonial IU 20** 6 Danforth Dr. Easton, PA 18045-7899 FAX (610) 252-5740 No phone calls please. EOE For all employment opportunities visit us at www.ciu20.org

MASON &

MASON

TENDER

Pay based on

experience.

570-822-3510

GREETERS

High energy, enthusiastic people

needed for greeting customers.

Must be outgoing and person-

able. Call Chad at:

570-200-6190

strong grammatical and typing skills and a knowledge of the communities we cover. It involves working with the public and handling community news like meetings, birthdays, weddings, club events and school news. Besides the clerical work, there's a chance to write feature stories i that's all up to you. Daytime hours with occasional weekend and nighttime shifts. We offer a strong benefit package and an opportunity to develop your career through Knight Ridder training. Send clips and a cover letter to:

TIMES LEADER **Sharon Petchel, HR Director 15 North main Street** Wilkes-Barre, PA 18711 570-829-7191

CONSTRUCTION ESTIMATOR

Leading custom home builder based in East Stroudsburg, PA has immediate opening for a career oriented organized individual looking to grow professionally. Must have residentia construction smarts" in processes, materials and blueprints; computer experience a plus Salary starts in the \$30's; benefits include 401-K. Reply in confidence:

Call Trent at (570) 424-5372 or send resume to: **LTS Builders ATTN: Personnel "Estimator"** P. O. Box 160 Shawnee-on-Del., PA 18356

+ years related experience and P.E. Competitive salary/ benefits. Reply:

Barry Isett & Associates kkyra@barryisett.com or fax to: 610-481-9098

ACTIVITY AIDE Looking for an exciting, fun and

fulfilling position with the elderly? FT, 11am to 7pm FT. 8am to 4pm FT, benefits, competitive salary Come in and fill out an application or call: **Kingston Commons** 615 Wyoming Ave. Kingston, PA 18704



Add A Photo LIGITETTET. REAL ESTATE \$7 10 lines 6 weeks Incl. Photo 800-835

840-890 900-980

> CHIEF **FINANCIAL** OFFICER

Responsible for reporting all newspaper financial and operational data; developing and maintaining secure and sound financial reporting systems: training staff on latest technology and accounting practices; complying with all relevant corporate and governmental reporting requirements and, coordinating periodic budget reviews. Bachelor's Degree in Business, Accounting or Finance required - MBA or CPA a plus. Send resume to:

Sharon Petchel Human Resource Director TIMES LEADER

15 North Main Street Wilkes-Barre, PA 18711 We are an equal opportunity employer committed to diversity in the workplace

\$\$\$\$\$\$\$ **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 \$\$\$\$\$\$\$

To place your ad...

Mon. through Fri. 7:00 a.m. to 5:00 p.m. Deadline: Wednesdays at 5:00 p.m. tree: 1-800

Blind Box Numbers are available. They may be mailed or bicked up. \$3.00 charge. All information concerning the box number is confidential, and we cannot disclose the itity of the Box Hole

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**

Read your ad carefully the first day it appears and report any errors before thenext edition: this will be the only proof you will receive. Errors should be reported immediately as *The Abingtor Journal* can be responsible for the first incorrect insertion only. Cancellations must be called in before the regular ad deadline.

HVAC

MECHANIC

UNIVERSITY Person to perform maintenance and repair of heating and refrigeration systems and to assure adequate functioning of equipment. Trade school or vocational training with EPA certifications required. Minimum of 10 years experience in the HVAC field. In-

depth knowledge of heating and plumbing systems and controls. Ability to read schematics and interpret specifications and blue-Strong communication prints. skills required to work well with a diverse population and provide quality customer service.

Qualified candidates may submit a letter of interest and resume by July 24, 2003 to HVAC Mechanic Search, Wilkes University, c/ o Human Resources Office, P.O. Box 111, Wilkes-Barre, PA 18766 or facsimile to (570) 408-7863. AA/ EOE

Become a KidsPeace Foster Parent! Call us in Scranton for more info. 800-551-2238

