

Help Wanted 270

KING'S COLLEGE
 King's College is accepting applications for the positions listed below. In addition to any minimum qualifications listed under each position, all qualified candidates must be dependable, pay is \$9.55 per hour for a 35-hour workweek. Good work history. All candidates must be able to understand oral and written directions, work well with people and read and write. Background checks are required.

FT Fiscal Systems Coordinator - The clerical position will process, track, and report all pledges and gifts received and various fund-raising programs in our Institutional Advancement Office. The work schedule is M-F 8:30 a.m. - 4:30 p.m. The starting rate of pay is \$9.55 per hour for a 35-hour workweek. High school diploma, excellent organizational, computer and mathematical skills are required. Previous experience is preferred.

Temporary FT Clerical - This temporary position will be responsible for the use of computer programs, answering phones, greeting families, and entry of students interested in the College. The work schedule is M-F 8:30 a.m. - 4:30 p.m. The rate of pay is \$8.50 per hour. Qualified candidates will be responsible, have excellent communication and computer skills. Strong background in Word, Excel and the Internet are required.

FT Setup Person - This position will set up and break down for campus events and assist in other departments as the schedule permits. The work schedule will vary to include both weekend and evening work. The starting rate of pay is \$7.53 for a 40-hour workweek. Ability to lift 50-75 lbs. on a regular basis is required. Previous maintenance experience preferred.

FT Custodian - This position is responsible for the performance of routine cleaning duties and light maintenance work. The work schedule during the academic year is M, Th and F, 2 p.m. - 10:30 p.m. SA 10 a.m. - 6:30 p.m., and SU, 1 p.m. - 10:30 p.m. During the summer months the schedule is M-F, 9 a.m. - 5:30 p.m. The starting rate of pay is \$7.53 per hour for a 40-hour workweek. Ability to lift 50-75 lbs. on a regular basis is required. Previous maintenance experience preferred.

After meeting the specific eligibility requirements full-time employees are eligible in accordance with college policies for vacation, short-term illness days, health insurance, 403B plan, a graduate tuition remission benefits, life insurance and disability benefits.

Interested, qualified candidates should list the specific position(s) they are applying for and send their resumes, list of three professional references and cover letter to King's College, 133 N. River St., Wilkes-Barre, PA 18711. Applications for the positions listed will be accepted until the positions are filled. E.O.E.

PARALEGAL
 For Hazleton Engineering firm, part-time position with flexible hours, minimum 2 years experience, preference in corporate contracts, computer skills required. Send resume to: **VIERA-TECH ENGINEERS INC.**, PO Box 577, Hazleton PA 18201

PRODUCTION POSITIONS AVAILABLE
 Expanding national food service company is now accepting applications for several full time positions. These positions are available on all shifts and in several departments including, Production, Sanitation, Kitchen Prep, as well as, support personnel. Applicants must be hard working, dedicated and have an excellent attendance record.

Applications may be obtained at the front office between the hours of 11:00 am and 4:00 pm Tuesday through Friday. Preferred Meal Systems, Inc. 4135 Birney Ave. 4135, PA 18507 EOE M/F/H/V No phone calls please

RECEPTIONIST
 Part time for busy Pediatric Office. Includes weekends & holidays. Medical office experience required. Call 288-6543 ext. 241.

Receptionist
 Part time Immediate opening in busy Wilkes Barre Physicians Office. Previous Medical office experience required. Send resume to: **BOX 3830 TIMES-LEADER**, 15 North Main Street Wilkes-Barre, PA 18711-0250

RESTAURANT COOKS / SERVERS
 Seeking highly energetic career oriented people to come grow with our company. Full time /Part time. Apply in person. **McMars**, 612 Main St Edwarsville

Help Wanted 270

REFRIGERATION TECHNICIANS
\$2000.00 SIGN ON BONUS
 for qualified Supermarket Refrigeration Tech to work in immediate area. Minimum 3 years experience needed. Company vehicle, and excellent benefit package includes paid vacation, paid personal days, 401K, dental, vision and uniforms. Call for confidential interview 800-360-6398.

RESTAURANT Grotto Pizza Wyoming Valley Mall
 Now accepting applications for day & night servers. Apply in person. No phone calls.

Grotto Pizza
 the legendary taste
 Wyoming Valley Mall
RESTAURANT HOST/ HOSTESS SERVERS/ BUSSERS
 Apply to Liza @ Isabella
 1140 ROUTE 315 Wilkes Barre, PA 570-270-9292

SALES
 Part time/full time. Placing honor snack trays. Experience & vehicle necessary. 570-654-9092

Secretary/Receptionist
 EXPERIENCED For busy Real Estate office. Computer skills a must. Call Jeanne at 443-9555, ext. 20

SECURITY
 Part time work available for weekends and holidays in the Pittston area. \$6.50 per hour. Must have clean police record, home phone and reliable transportation. EOE. For information and interview call 570-347-5100

SERVICE MANAGERS SERVICE WRITERS BRIDGESTONE/FIRESTONE
 We are looking for highly motivated candidates that seek a career in an environment that rewards performance. The company has immediate openings in the Wilkes-Barre area.

We offer base pay, \$25-\$30K per year, monthly bonus programs, comprehensive benefit package, & advancement opportunities to store management. Experience in the automotive after market is a plus, however we do offer a training program for individuals desiring success. Please call Chris at 717-304-7663 or e-mail resume to: **estormer@bjsa.com** EOE

SPRINKLER FITTER APPRENTICES
 Local fire protection contractor has job openings for Sprinkler Fitter Apprentices. Candidates must have high school diploma or GED, SimplexGrinnell is an Equal Opportunity Employer. M/F/D/V. Please send resume to: **SimplexGrinnell**, 1195 Mid-Valley Dr Olyphant PA 18447

SPRINKLER FITTERS
 Local fire protection contractor has positions available for Sprinkler Fitters. Candidate must have a minimum 5 years experience in the fire protection industry. SimplexGrinnell is an Equal Opportunity Employer. M/F/D/V. Please send resume to: **SimplexGrinnell**, 1195 Mid-Valley Dr Olyphant PA 18447

TELLER
PART TIME
 First Liberty Bank & Trust has an immediate opening for a part time teller in the Kingston Office to work 20-24 hours a week. Previous cash handling experience preferred. Must be available to work some Saturdays. Contact any of our branch locations for an application. You may also visit our website at firstlibertybank.com eeo m/f/d/v

TOW TRUCK OPERATOR
 Light Duty. Full time. Call 570-474-6030

UPHOLSTER
 Experienced Upholster for well established local business. Full or part time. Call 654-6428 to arrange interview.

WANTS SOME
 Cut it and haul it away. Call 570-696-1480 after 5pm

WAREHOUSE WORK
 Local distribution company has full time openings for third shift, Wednesday through Sunday. Starting rate \$7.50/hr. plus shift differential. Pre-employment physical and drug screening required. Medical, dental, prescription, paid sick days, and 401k plan. Call 654-1547 Mon-Fri, 8am - 5pm.

Clark Distribution Systems
1 Passan Drive Bldg. 4 Laffin, Pa

Statewide Classifieds 282
ATTENTION - Work On Your Own! \$500-\$1500 P/T \$2000-\$4500 F/T 781-5112 **www.makesixfigures.com**

EDUCATION COORDINATORS

The American Red Cross, NEPA Region, Blood Services is seeking Full time Education Coordinators to provide training activities for paid staff, volunteers and contract staff in a heavily regulated manufacturing environment. Applicants must have excellent communication skills. BA/BS/BSN with three years experience; OR a RN / Associate degree with five year's experience; OR a High school degree / equivalent with seven years experience required. Experience must be in education or health related / technical discipline within a regulated or healthcare field. Excellent adult teaching skills and computer proficiency required.

Competitive salary and excellent benefit package; Family health insurance, dental, vision, pension, life, AD&D, disability, 401K, EAP.

Please submit your resume, cover letter and salary requirements by Monday, July 28, 2003 to:

American Red Cross
 Attn: Human Resources Dept.
 Box 420
 Wilkes-Barre, PA 18703-0420

Or fax your resume, cover letter and salary requirements by Monday, July 28 to:

570-823-9097
 Reference Job NEPA-EC 072803
 EOE M/F/D/V

Statewide Classifieds 282
ALL CASH CANDY ROUTE. Do you earn \$800 in a day? Your own local candy route. Includes 30 Machines and Candy all for \$9,995. **1-800-998-VEND**

A- NESTLE TREASURES vending route. Great locations available while they last! Excellent profit potential. Investment required \$9K & under TOLL-FREE 24/7: 1-888-333-2254

ATTENTION TRUCK DRIVERS! \$500.00 hiring bonus for PA Trainees! Get pre-hired, trained and CDL licensance in only 2 weeks. Earn \$850/week + benefits! **1-800-803-2991**

BUY FACTORY DIRECT Wolf Tanning Beds. Payments from \$28. Most models FREE color catalog. Call Today **1-800-842-1310** www.np.estand.com

\$\$ CASH \$\$ Immediate cash for structured settlements, annuities, real estate notes, private mortgage notes, accident cases & insurance pay-outs. **800-794-7310**

CHILD CARE FRANCHISE Join the fastest growing child care company in the northeast as a franchise. Over 23 years in business with optional track record in franchising centers under construction and available for 23003 openings. No experience necessary. Full training & support. Offerings made through UFG only. Not available in all states. **973-539-5392**

DRIVER/OWNER OPERATORS \$2000 Signing Bonus. Call today. Start Monday! Great Freight/ Miles. Must have CDL A & 1 year OTR. **www.robersondrivers.com** 800-473-5581. EOE

DRIVER/OWNER OPERATORS \$2000 Signing Bonus. Call today. Start Monday! Great Freight/ Miles. Must have CDL A & 1 year OTR. **www.landandcamps.com** 800-883-0171

DRIVER/OWNER OPERATORS \$2000 Signing Bonus. Call today. Start Monday! Great Freight/ Miles. Must have CDL A & 1 year OTR. **www.landandcamps.com** 800-883-0171

DRIVER/OWNER OPERATORS \$2000 Signing Bonus. Call today. Start Monday! Great Freight/ Miles. Must have CDL A & 1 year OTR. **www.landandcamps.com** 800-883-0171

DRIVERS 2500 - 3000 miles. Scheduled raises. High Mile Incentives, Home Weekly Benefits, Assigned Conventonals. No forced dispatch. **800-942-2104** ext. 237, 238 & 243 **www.totalms.com** EOE

DRIVERS CDL owner operators lucrative pay package averaging \$192 / loaded mile! Plenty of team and solo miles! 70% drop & hook and 96% no touch freight! Call Tony or Justin 1-800-767-6918 CRST Van Expedited

DRIVERS Covenant Transport Teams, Teams, Teams. We need you! Open 7 days long haul. Owner Operators, Experienced Drivers, Solos, Teams & Graduate Students. Call 1-888-MORE-PAY (1-888-667-3729)

DRIVERS Home weekly Northeast regional \$1,000 Bonus. New pay package! Ask about dedicated runs. Minimum 6 month experience & CDL (A) required. **1-800-347-4485**

DRIVERS Join our regional operation now. **THEY JUST GOT A RAISE!** \$40/MILE. Home Weekly! Miles! Newest Equipment! Benefits! Have it all! **HEARTLAND EXPRESS** 1-888-492-6112 **www.heartland-express.com**

DRIVERS Orientation near you. Dedicated available Guaranteed home time! Pay on delivery. Owner Operators Welcome. **USA Truck** 800-2374642

FORECLOSED GOVT Homes \$0 or low down! Tax repos & bankruptcies. HUD, VA, FHA, No credit O.K. For listings **800-501-1777 ext 1299**

SALARY ADMINISTRATOR

The Paper Magic Group, Inc., a leading U.S. manufacturer of seasonal consumer products, has an immediate opening in our Payroll Department for a Salary Administrator

Responsibilities: Manage payroll function to ensure that employees are paid correctly and on time. Keep current on laws and regulations regarding pay and payroll tax reporting. Ensure that payroll-related figures in general ledger are accurate. Provide payroll analyses and entries for financial department. Assist with month end close when possible.

Applicant must have Bachelors Degree in Accounting or equivalent. Five years payroll experience and familiarity with payroll laws necessary. Must be familiar with MS Office products.

Paper Magic offers a competitive salary/benefits package with paid parking, 401k/Profit Sharing, medical/dental insurance, paid vacation, holiday/sick time.

Please fax or send cover letter and resume to:
The Paper Magic Group
 Attn: HR Dept
 PO Box 977 Scranton, PA 18501
 Fax: 570-207-7825

PAPER MAGIC GROUP
 Pre-Employment Drug Testing Required, EOE Employer

VETERINARY ASSISTANT

Small animal practice seeking 2 assistants, both full & part time. experience helpful, but willingness to learn is more important. Must be dedicated, have good communication skills & be able to work flexible hours. Send resume/ letter of interest to:

BOX 3826
TIMES-LEADER
 15 North Main Street
 Wilkes-Barre, PA 18711-0250

TRAVEL CONSULTANT

Work in the exciting world of Travel & Resort Industry. Base Pay + Bonus, Earn \$500 or more per week. Call Fri - Tues.

570-722-8910
 Ask for Mr. King

CRNA

Moses Taylor Hospital is seeking a modified full-time CRNA for the day and/or evening shift. Qualifications include a current PA license, certification to administer anesthesia in PA, and CPR certification. Flexible time off and call schedules. We offer a competitive starting salary based upon experience, a flexible fringe benefits package and on-site child care facilities. New Graduates welcome.

Reply to:
Moses Taylor Hospital
 Human Resources Dept
 700 Quincy Ave., Scranton, PA 18510
 Phone: (570) 340-2027
 Fax: (570) 340-2742
smcdonald@mth.org

Moses Taylor Hospital is a drugfree workplace M/F/V/H EOE

Statewide Classifieds 282
POLE BUILDINGS 24'x32'x10' \$7,495 with 1 service door, 2-9x7 steel overhead doors; flush eaves galvanized roof/painted sides. 30'x40'x10' \$8995 with 1 service door, 1 10x10 sliding door, flush eaves galvanized roof/painted sides fully erected. **1-800-331-8875 or 717-354-7561** **www.fettervilleales.com**

SAWMILL \$3895. New Super Lumbermate 2000. Larger capacities, options, ATV accessories, edgers & skidders. **www.woodindustries.com** Norwood Industries, 252 Sonwill Dr. Buffalo, NY 14225. Free info. 1-800-578-1363 ext. 300-N

TEACHERS Positions available Social Studies, Secondary Mathematics, Elementary, General Science, Chemistry, Long Term Sub Elementary Learning Support. For application packet call Bradford Area School District 814-362-3841 ext 2512 **Deadline July 28**

Equestrian 299
Pets 320
BEAGLE PUPPIES AKC registered 2 males left, \$200 each. 570-639-1729

LAB PUPPIES AKC
 Black, Yellow and Chocolate. \$400-\$500. Call 570-742-3528

Pet Supplies 332
DOG KENNELS Portable (2) 6' wide x 8' long x 4' Height, galvanized fencing & 1 gate. \$145 ea. 570-344-1554 after 3pm

BEAUTY SHOP Fully equipped Beauty Shop in Wilkes-Barre 1 or 2 operators shop. Heat & hot water included. Call for details. 570-824-5461

EARN PLATINUM INCOME \$250 - \$1,000 week mailing, travel, brochures. For more information send a self addressed stamped envelope to: **PLATINUM TRAVEL SERVICE** P. O. Box 640070 Miami, FL 33164

Business Opportunities 350
Loans 360
Air Conditioners & Heaters 400
NOTICE
 Advance - Fee Loans or Credit Offers
 Companies that do business by phone can't ask you to pay for credit before you get it. For more information call toll free 1-877-FTC Help. A public service message from the Federal Trade Commission and **The Abington Journal**

NIE MANAGER

There is an opening in our circulation department for an NIE Manager. The individual we select will promote and increase sales of the NIE program throughout the education system contained within the Times Leader's distribution area, promote community service through NIE, and assist in the battle against illiteracy.

Duties to include prepare and maintain NIE budget, achievement of circulation growth and goals, add programs to expand and enhance services offered to classrooms and teachers produce NIE materials, solicit corporate sponsorships, accounts payable and receivables for all NIE programs, special community projects and other duties as assigned.

The ideal candidate will possess excellent communication skills, fund raising experience, community business contacts, knowledge of education field, desire to combat illiteracy, ability to work flexible hours & lift up to 25 pounds, possess a valid driver's license and reliable vehicle. Bachelor's Degree in Marketing / Education is preferred. **NO PHONE CALLS.**

To apply for this position please mail or fax resume to:

Sharon Petchel
 spetchel@leader.net
 Human Resources Director
TIMES-LEADER

15 North Main Street
 Wilkes-Barre, PA 187112
 We are an equal opportunity employer committed to diversity in the workplace

STAFF ASSISTANT

Penn State Wilkes-Barre

Part-time position in the Athletics & Recreation facility responsible for overseeing daily work flow. Afternoons, 20 hours/wk. Candidate should have strong secretarial, computer, interpersonal, organizational, & telephone skills. Please send cover letter & resume by 7/28/03 to:

Penn State Wilkes-Barre
 Attn: Deborah Spencer
 P.O. Box PSU, Lehman, PA 18627
 or fax to: 570-675-9177
 AA/EOE

SECURITY

Part time work available for weekends and holidays in the Pittston area. \$6.50 per hour. Must have clean police record, home phone and reliable transportation. EOE. For information and interview call **570-347-5100**

TEACHING DALLAS SCHOOL DISTRICT

Long Term Substitute English Teacher
 Position open at Dallas High School for 1st semester of 03-04 school year. Experience in writing & literature. PA certification in English required.

Long Term Substitute Speech Therapist
 District-wide position for 1st semester of 03-04 school year. PA speech certification required.

Send letter of interest, standard PA application, resume, transcripts, copy of PA certification, references, Praxis scores, Act 34 & 151 clearances to:
Dr. Michael Speziale
 Asst. Superintendent
 Dallas School District
 P.O. Box 2000
 Dallas, PA 18612-0720.
 Deadline: **Aug 1, 2003.** EOE

COST ACCOUNTANT

HPG International Inc., a leading supplier to the flexible PVC market, has an immediate opening for a Cost Accountant. Responsibilities will include general ledger, accounts payable, monthend cost closings, and business analysis. Requirements include as a minimum an Associates Degree in Accounting and prior accounting experience as well as working knowledge of Microsoft Excel and Access. Include the standard language about competitive salary and benefits. Please forward a resume to:

HPG International
 755 Oakhill Road, Crestwood Industrial Park
 Mountaintop, PA 18707
 Attn: Human Resources

Looking for Hard Working Energetic Dependable Employees!

spherion.
 We have numerous current & upcoming assignments, some with permanent opportunities. If you have dependable transportation, a good work history and a desire to work.....
APPLY TODAY
 250 Pierce Street, Suite 103 Kingston
 Proper ID required

Business Opportunities 350
Loans 360
Air Conditioners & Heaters 400
NOTICE
 Advance - Fee Loans or Credit Offers
 Companies that do business by phone can't ask you to pay for credit before you get it. For more information call toll free 1-877-FTC Help. A public service message from the Federal Trade Commission and **The Abington Journal**

Antiques & Collectibles 410
TROUT PRINTS
 1991 through 2001, all framed, serious inquiries only, \$3,500 cash. Call Rick at 570-693-0781 leave message.

TEACHING STAFF
 Needed for alternative education program.
Head Teacher
 full time with teaching certificate and experience.
Teacher's Aide
 with high School diploma or GED required and must be at least 21 years old.

Send resume to
 Bethesda
 335 N. 4th St. 2nd Fl.
 Lehighton, PA 18235.
 EOE

PHYSICAL THERAPISTS COTA

The Physical Medicine Department of Wyoming Valley Health Care System has immediate full-time, dayshift opportunities for PA licensed Physical Therapists and a Certified Occupational Therapy Assistant. Previous inpatient acute care experience is helpful for these hospital-based positions. Week-end rotation and holiday on-call hours are included.

We offer an excellent work environment, competitive salaries commensurate with experience, comprehensive benefits and tuition reimbursement. For immediate consideration, forward your resume to:

Wyoming Valley Health Care System
 Human Resources Division
 575 North River St.
 Wilkes-Barre, PA 18764
 E-mail: **bhalesey@wvhcs.org**
 Fax: (570) 552-8876
 Website: **www.wvhcs.org**
 E.O.E. M/F/D/V

PRODUCTION

SBS has openings due to production increase
EXPERIENCED: CARPENTERS/FRAMERS PAINTER/ VINYL FINISH DRY WALL FINISHERS PLUMBERS

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

OFFICE NURSE

Looking for part-time LPN or RN for busy surgeon's office O.R. experience beneficial but not necessary. Please send resume to:

Plastic & Reconstructive Surgeons
 1130 Highway 315
 Wilkes-Barre, PA 18702
 or fax to (570) 825-7962
 No phone calls please.