ACCOUNTS PAYABLE/

ACCOUNTS RECEIVABLE

ocal company seeks experienced multi-

functional individual to perform account-

ng & collection duties. Position requires

good analytical / organization skills &

strong background in collections. Good

working knowledge of MS Office a must.

Send resume to:

Penn State Seed Co., Inc.

Hwy 309, RR 1, Box 390

Dallas, PA 18612

Email: melissab@pennstateseed.com

Fax: 570-675-6562

Legals & **Public Services 100 ESTATE NOTICE**

TICE IS HEREBY EN, that Letters VEN, that Letters restamentary have been granted to Bettle M. Sullivan and Barbara Gianuzzi in the Estate of Gertrude Burke, alk/a Gertrude McCole Burke, late of the Township of Dallas, Luzerne County, Pennsylvania. who Burke, late of the control of Dallas, Luzerne County, Pennsylvania, who died on May 23, 2003. All persons included to said Estate are requested to make payment and those having claims or demands to present the same without delay to Bettie M. Sullivan or her attorney, Thomas O'Connor, Esquire, 398 Wyoming Ave., Kingston, Pennsylvania 18704, and Barbara Gianuzzi, or her attorney, Stephen B. Killian, Esquire, 345 Pierce Street, Kingston, Pennsylvania, 18704

Attorney

Services A + BANKRUPTCY FREE Consultation Chapter 7, 11, 13 LOW RATES. 570-283-1800 Mahler, Shaffer & Pugliese

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Help Wanted 270

ACCOUNTANTS Expanding & diversified CPA firm needs accountants with 1-years experience. Full benefit package. Want to be challenged and grow with FAX resume & salary:
H R Partner
(570) 288-6106

AUTO MECHANIC Full time experienced, inspection license required. Own tools, \$500 net per week. Call for appointment Monday - Friday 8am to noon call Barry 570-342-1204

UTOMOTIVE TECHNICIAN

steve Shannon Tire and Auto Centers has an immediate opening for an automotive technician. We offer one of the area's most modern facilities to work in. Retirement plans, paid vacation & holidays, health & life insurance & uniforms. Apply in person:

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AUTOMOTIVE Tired of working hard & long hours for an unappreciative com-pany? Here is a chance in a lifetime to roup Dealership are soking for several in-dividuals that want to grow with a company that appreciates their employees. We have immediate openings for the following positions:

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Stop saying "What If" and send your re-

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Or Fax to: (610) 377-2520

AUTO SERVICE MANAGER

Ray Price Ford, Honda, Mazda, Lincoln-Mercury in Stroudsburg & E. Stroudsburg is looking for a service manager. Strong references and experince required. Good sople skills and attention to details a must. Complete benefit package inmust. Complete benefit package includes BC/BS & 401K. Apply to Kermit Miller, Parts & Service Director, 570-421-2000 or fax resume to 570-420-9659.

AUTO TECHNICIAN

Experienced, tools & state inspection license. 570-822-4665 CARPENTERS/HELPERS

Minimum 3 years experience. Must have valid PA driver's license. Benefits available. Hourly wage \$12 - \$14/hour. Serious 'inquiries only.

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AND HELPERS
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Experience necessary. We pay best

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own transportatio COOK'S WAITRESSES art time positions. Call for interview

Help Wanted 270

COOKS & WAIT STAFF Dayshift FT & PT po-sitions available. Ap-ply Abes Hot Dogs, 210 Barney St., W-B. or for interview 570-822-5892

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Growing insurance and financial services agency seeks cus tomer service repre sentatives and li censed producers
Pay based upon experience, 696-0380

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Salary commensurate with experience
Nice benefits package
W-B location Fax resume to:
Kathy 0'Mara
570-820-0920

DATA ENTRY Dow'd marketing is looking for reliable people to fill our full time daytime hours.

Nice benefits

package
W-B location
Fax resume to:
Kathy O'Mara
570-820-0920

DIRECTOR

For Child Care Center, Greater Pittston Area. BS in Education and related fields required. Experienced preferred, competitive salary. 457-1644

DISPATCHER DATA ENTRY AUDIT Part Time, \$8/hr. Call

ATTENTION Werner Enterprises, a proven and continues leader in the transportation industry, has teamed up with a large manufacturing company in the Mehoopany area to create IMMEDIATE openings for this ex-

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openings for this exciting DEDICATED
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Northeast Editing, Inc. 48 S. Main St., Ste 510
Pittston, PA 18640

EDUCATION Permanent Part -Time High **School French**

Teacher Old Forge Schoo District is presently accepting applica-tions for a Permanent Part-Time French Teacher. Interested

Part-Time French
Teacher. Interested
certified persons may
apply to the
Office of the
Superintendent,
Dr. Gene A. Camoni
Old Forge School
District
300 Marion Street
Old Forge, PA 18518
570-457-6721

On or before Thursday, August 21, 2003.

Requirements:
Application form, Act
34 & 151 Clearances, PA Certification, Official Transcripts, Three Letters
of Reference.
A medical is required
upon assuming the
position.

FINANCIAL WILLING TO EDUCATE Highly motivated indi-vidual for rewarding career in financial services. Call Primerica Financial Services 822-5571

FIREFIGHTER experience necessary. Excellent benefits with paid training & relocation for HS diploma grads ages 17-34. Call Amy 1-800-242-3736 Help Wanted EDUCATION

Nanticoke Area School District is seeking applications for a **PA Certified**

Librarian for the 2003-2004 school year. Send a copy of application, certification, and clearance to:

Anthony Perrone, Superintendent Greater Nanticoke Area School District 427 Koscuszko Street Street Nanticoke, PA 18634

Applications are being accepted until August 11, 2003.

EDUCATION The Greater Pittston YMCA is currently

YMCA is currently seeking employment in the following part time positions:

(2) Pre- School Teacher: Candidate must have a minimum of an Associate's Degree in early childhood education and 1 year experience year experience working with children. Before Care Teacher: Candidate must have at least 1 year experience working with children and at least a high school diploma.

and at least a high school diploma.

Toddler Teacher:
Candidate must have at least 1 year experi-ence working with children and must be able to work with parents. parents.

Aerobic Instructor:
For morning kick
boxing class training
available for motivated applicant.

Substitute Yoga
Instructor: To sub
occasionally, must be
certified.

Please call 570-655-2255 for more information

EDUCATION

Wyoming Area School District is accepting applications for the following position for the 2003-2004 school year

SUBSTITUTE SCHOOL NURSE

SECONDARY SOCIAL STUDIES TEACHER

Submit letter of interest, application, resume, Acts 34 and 151 clearances forms & certificationsto: Mr. Raymond J. Ber-

Mr. Haymond J. Ber-nardi, Superintendent Wyoming Area School District 20 Memorial St., Exeter, PA 18643 Deadline for applica-tions is Monday, August 11, 2003

> E.O.E. FOOD SERVICE

Part time cafeteria position needed for Bishop O'Reilly High School. Please call 283-2897 to schedule an interview between 9am & 12:00 noon

FRONT DESK CLERK

PT, Meals & uniforms provided. Benefits available. Good starting rate. Holidays & weekends a must. Apply in person to Front Desk
East Mountain Inn
Off Rt. 115
Wilkes Barre, Pa.

GYMNASTICS INSTRUCTOR Needed part time evening classes, ex-perience preferred. Northeast

Gymnastics 570-826-7090 HEALTHCARE

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UP TO \$30.00/ HOUR Contact Dina @ 570-696-5570 INSPECTORS/PACKERS

Upcoming openings.
Must be able to

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• Excellent manual
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• Good work history
• Start rate \$10+/hour
Apply now at

PRO CURE PERSONNEL V 1-888-867-7628

or apply on line www.procure personnel.com **INVESTIGATOR** nsurance - fraud surveillance - crimina ustice / security

justice / security background a plus. Willing to train honest candidate with clean record. Must have SUV or Van. Send re-sume to RIA Inc., PO Box 1538 Wilkes-Barre 18703

LEGAL SECRETARY Position available with well established law firm. Legal experi-ence and knowledge of Word Perfect re-quired. Excellent

of Word Perfect required. Excellent benefit package available. Looking for a detail- oriented individual. Please send resumes to:
Sue Greenfield, Hourigan, Kluger & Quinn 600 Third Avenue, Kingston, PA 18704.

LPN's & RN's Needed for area nursing homes and hospitals. Full time or part time openings Apply now at

PRO CARIE PERSONNEL V

1-888-867-7628 or apply on line www.procare personnel.com

MATH TEACHER

Full time position available August 2003. math certification required. Curriculum includes regular Math and Tech 'Prep/ Applied math Programs. Forward letter of interest, Standard PA application, copy of certificate and current Acts 34 and 151 clearances to:

rent Acts 34 and 151 clearances to: Mr. David L. Price, Superintendent, Montgomery Area School District, 120 Penn Street, Montgomery, PA 17752. Deadline for applications is August 11, 2003. EOE

DISTRICT MANAGER

The Times Leader has a great opportunity in our home delivery operation. We are looking for an aggressive, career-minded individual to oversee the distribution of newspapers including all inserts, special advertisements and product samples, to home delivery subscribers. Manage route lists and newspaper draws to control shortages and minimize customer complaints. Supervise delivery of replacement papers to subscribers as requested. Deliver down routes or replacement papers when necessary. Recruit and orient independent contractor agents and maintain applicant files. Conduct customer service checks. Collect and resell nonpayment stops. Resolve service related issues and resell bad service stops. Maintain a clean and safe work environment.

The ideal candidate should have at least 2 years supervisory experience, be able to both develop and implement short term and long term goals, be able to perform with a sense of urgency including early morning hours and weekends.

The ideal candidate must have a valid driver's license, liability auto insurance and be able to lift up to 50 pounds.

> NO PHONE CALLS To apply, send resume to: Sharon Petchel, Human Resources Director or email resume to: SPetchel@leader.net

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

Help Wanted

270 MECHANICAL SERVICE TECHNICIANS WANTED

North American Warhorse currently has 2 positions open in our busy service department, We are seeking an experienced technician specializing in V-Twins, preferably Harley-Davidson certified. We are also seeking a Technician specializing in sport bikes preferably with factory training. Both potential candidates should have at least 2 years experience, a years experience, a strong work ethic, and be team players. We offer a competi-tive salary with a comprehensive bene-fit package. please forward all resumes to:

to:
North American War
Horse, Attn: T. Leo,
119 Mulberry St,
Scranton, PA 18503
Or fax 570-346-8009

MECHANIC Class B
Looking for a stable job with a stable company? We have a night shift (5 pm - 3 am) opportunity for a mechanic to do diesel PM work. Great spot for tech school grad looking to get into diesel maintenance. CDL and inspection license a plus. Full benefit package!

JP Mascaro & Sons - Call Aaron at 1-800-243-7575 for more information.

MECHANIC Part time, please apply at: Hillside Motor Co. Inc. 230 North Memorial Hwy, Shavertown, PA 570-675-3400

MERCHANDISER PT Retail Service Associates, Inc. seeks PT MERCHANDISER in Wilkes-Barre area to service/maintain su-permarket accounts. permarket accounts: Experience a plus. 10-20 hrs/week. \$12/hr. Valid license & auto insurance required. Call Sarah 1-800-363-1277 ext. 136.

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Call Joe 453-3946 PACKERS / PRODUCTION

We offer \$9.00/hr & excellent benefits to pack orders on our production line. 12 hour shifts. NIGHTS PREFERRED. Full-time hours with alternating 3 & 4 day work weeks. Every other weeks. Every other weekend a must. Previous pro-duction exp. preferred but not required. Heavy lifting. Accept-ing positions at:

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18707
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We are a drug free workplace PAINTER/ WALL

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Times♦Leader 15 North Main Street Wilkes-Barre, PA 18711-0250 PRODUCTION EMPLOYEES King Koil, manufacturers of the World's
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sleep system, is currently accepting applications for a variety
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Job Require:

Some Heavy
Lifting
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KOIL. First & Miles St., Old Forge, Pa. (Apply in person 9a.m. - 4p.m.) Equal Opportunity Employer

ROOFING MECHANIC Experience in single-ply necessary. Must have drivers license & transportation. Pay based on experience. 881-2227 **REAL ESTATE**

Retirees or Retired? Still desire to utilize energy and skills?.

Real estate position. Also will do mortgages-this double pay! Unique system. Training class starts soon. Call for interview

674-3120 AllQuest R.E.

Full time work available in the Pittston area. Swing shift pays \$8.00 per hour. Must have clean police record, home phone and reliable transportation.

For information & interview call 570-655-2931 ext. 2446

TEACHING POSITIONS OPEN

Bishop O'Reilly High School is in need of a part-time Spanish teacher; a full time Science (Chemistry/Physics) teacher Please send resume by

August 4th to Miss Susan Dennen, Principal Bishop O'Reilly High School 316 N. Maple Avenue Kingston, PA by August 1st.

Help Wanted

270 RECEPTIONIST/ **CUSTOMER SERVICE** Full time position. Du-ties include general office, answering

phones, assisting customers. Must be computer experienced in MS Word/ Excel, good math skills and detail oriented. Full benefits, permanent nosition. Must apply in person
Mornings Only at:

CORP. 152 Horton St Wilkes Barre, PA **RECEPTIONIST &**

ORDER ENTRY Available immediately!

Call for interview 570-826-0870 Restaurant Help Wanted Pizza Maker, with ex-perience, full time, good pay. Apply in

Dino's Italian Bistro Back Mountain Shopping Center RESTAURANT SYSCO FOOD SERVICES OF CENTRAL PA

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COMPREHENSIVE
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includes: 401K Plan,
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No Phone Calls
Please!

Please Send Resume W/Cover Letter to:

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Stock & clean vend-ing machines on as-signed route. Excel-lent pay & benefits. Drug test required. Call 570-824-4643 Full time work available in the Pittston area. Swing shift pays \$8.00 per hour. Must have clean police record, home phone and reliable transportation. For information & interview call 570-655-2931 ext. 2446

TENNIS COACH - GIRLS For fall season. Contact MMI Preparatory School Call 636-1108

Help Wanted 270

SERVICE TECH **DELIVERY DRIVER** CDL preferred for medical equipment company. Must be neat, organized & have a clean driving record. Fax resume to 570-501-8401 or email:

Help Wanted SERVICE TECHNICIANS ROUTE DRIVERS

\$400 to \$600 / week & up. Industry leader TruGreen*ChemLawn has openings in Lawn Department. Work outdoors, make applications, service customers. Base Salary + Commission, Paid Training, Benefits, Advancement Potential. Candidates must have customer service experience. Will train the right people. Call local 819-4091, apply in person at Second & Laird Streets, Wilkes-Barre www.Trugreen.com pointment. Mini age 21. Drug workplace. **Statewide** 282

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No experience necessary ATTENTION - Work On Your Own! \$500-\$1500 P/T \$2000-\$4500 F/T 781-5112 www.makesixfigures. MR. CRUISE 800-552-4872

Full time/Part time.
Good starting salary
and benefits. Send
Resumes to:
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Federal
Credit Union
P.O. Box 597
Wilkes-Barre, PA Wilkes-Barre, PA 18703

ENGINEER Manufacturer in West Hazleton has an opening for a Process Engineer with personal growth potential for production management. Must have bachelor's degree in related field or equivalent hands-on experi-

PROCESS

ence. Must understand all aspects of manufacturing process, experience in plastic extrusion preferred. Must be willing to work flexible hours. Salary commensurate with experience, excellent benefit package. Mail or fax resume with salary history to:

EAM Mosca Corporation Attn: Personnel Manager Valmont Industrial Park 675 Jaycee Dr. W. Hazleton, PA 18201 Fax: 570-455-2442

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SBS has openings due to production increase

EXPERIENCED: CARPENTERS/ **FRAMERS** CABINET INSTALLER DRY WALL FINISHERS **PLUMBERS** ELECTRICIAN

health/ life insurance paid holidays/ vacations top competitive

wages. Apply at: SUN BUILDING SYSTEMS

INDUSTRIAL PARK TAYLOR, PA 18517 Fax#: 570-562-0737

#9 STAUFFER

SUBSTITUTION

TEACHERS NEEDED Bishop O'Reilly High School is looking for "Per Diem" substitute teachers in all subjects. Please send resume to:

Miss Susan Dennen, Principal

Bishop O'Reilly High School

316 N. Maple Avenue Kingston, PA

by August 1st.

COACH Junior High Field

Hockey Bishop O'Reilly High School has an opening for a Junior High Field Hockey coach. Please send resume to the

Athletic Director

Bishop O'Reilly High School

Statewide

Classifieds

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ext 122

282

316 N. Maple Avenue, Kingston, PA by August 1st. 270

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Must have own tools.
Neat clean professional person to work
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opmentally disabled male in the Dallas area. hours are Monday through Friday 8:30am - 4:30pm. Part time working with 3 developmentally disabled males in the Pittston area. Hours are Sundays 11:00am-9:30pm. Experience is helpful, training will be provided. Valid driver's license is required. Starting salary is \$7.84 per hour +

benefits with full time. For information or application, call Impact Systems 570-829-3671

DATA ENTRY Full time position available immediately Computer skills necessary. Need exceptional organizational communication and clerical



Business Office 100 WVIA Way Pittston, PA 18640-6197

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MANAGER Established alarm company looking for experience District Manager. Great pay,

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570-200-6190

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Send resume and letter

1150 Wyoming Avenue, Wyoming, PA 18644. EOE

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Full time Loaders & Unloaders Needed for distribution center in Pittston area.

Call

1-800-387-9020