

RECEPTIONIST

Local company has immediate openings for a motivated receptionist. Experience with Windows based software essential. Should possess good organizational skills and be able to handle multiple tasks. We offer a comprehensive benefits package.

Send resume & salary history to
BOX 3819
TIMES LEADER
15 North Main Street, Wilkes-Barre, PA 18711-0250
 EOE

RISK & SAFETY SPECIALIST

Seeking full-time individual to administer Risk and Safety Program in a regulated healthcare environment. Direct report to the HR Director. Experience with OSHA, Workers Compensation, FMLA, ADA Hazard Communication/ MSDS, Bloodborne Pathogens required. Experience with DOT regulations a plus. BA/BS with two years related experience or Associate degree with 4 years related experience. Proficient MS Office skills required. Excellent customer service skills required.

QA and training experience preferred. Excellent benefit package: Family health insurance, dental, vision, paid leave, pension, AD&D, LTD, Life, EAP, 401K, competitive salary.

Interested applicants may submit resume by Monday, September 1, 2003: NO PHONE CALLS, PLEASE

American Red Cross
 Northeastern Pennsylvania Region
 P.O. Box 420
 Wilkes-Barre, PA 18703-0420
 Attention: Human Resources Dept.
 EOE M/F/D/V

HVAC CONTROLS TECH

Experienced technician needed for commercial HVAC systems D.D.C. installation experience is necessary. D.D.C. commissioning experience is helpful but not required. We offer competitive wages and a comprehensive benefit package. Send work history to: BOX 3864

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

Legals & Public Services 100

ESTATE NOTICE

ESTATE OF CORA C. FINK, deceased, (died February 17, 2003) late of Meadows Nursing Home in Dallas, Luzerne County, Pennsylvania 18612. Letters Testamentary having been granted to all persons having claims against the Estate shall make them known and present them, and all persons indebted to said decedent shall make payment thereof without delay, to Ronald E. Fink, Executor, care of Law Offices of Bernard D. Walker, 20 North Memorial Highway, Shavertown, PA 18708.

MEETING NOTICE

The Dallas Borough Zoning Hearing Board will meet on Thursday, September 18, 2003 at 7:00 p.m. in Dallas Borough Council Chambers at 25 Main Street, Dallas, PA 18612. The purpose of the meeting is to consider an application by Mr. Leonard Wilson, 1 Powderhorn Drive requesting a Dimensional Variance, for relief from the Dallas Borough Zoning Ordinance requirements for minimum rear yard setback.

A complete copy of the above referendum application is available for public inspection at the Dallas Borough Administrative Office. Inquiries can be made by calling the Dallas Borough Zoning Office at (570) 675-1389.

Joseph Moskovitz
 Dallas Borough Zoning Officer

Special Notices 240

SUPPLEMENTAL HEALTHCARE BENEFITS

Dental, Vision, Chiropractic, Prescription, Discounted Fees, large Provider Network, Nationwide, Affordable, No insurance. http://mybenefitsplus.com/UPINENO/570-674-5420 Ext. #3

Travel 250

"RUSTY WALLACE CRUISE"

Carnival Victory 12/7-12/14/03 Air from Avoca From \$959/person. Call 570-288-8747 for details. Tenenbaums Travel

Entertainment 255

HAWAII

2 round trip tickets, \$550 each 254-6456 or 499-5324

Help Wanted 270

AEROBIC INSTRUCTORS

Certification not necessary. More information call The Athletic Club Call 823-2124

BARN HELP

Part time available. 570-674-8573

NAIL TECH/ ASSISTANT

No clientele necessary. Leave message. 570-287-4523

STORES/TOOLING ATTENDANT

Plastics manufacturing company has an opening that requires strong Mechanical knowledge including ability to interpret blueprints and parts specifications. Must be able to use Micrometers, calipers, & other measuring devices. Knowledge of tooling, sizes shapes and thread standards a must Ability to work in and promote team environment is also necessary.

Apply in person to
Maintenance Supervisor
 1 Lasley Avenue
 Wilkes-Barre, PA 18706
 Or Email:
kmegela@cccontainer.com

Become a KidsPeace Foster Parent!

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

The Anti-Drug

★ Listening & Talking
 ★ Praising & Rewarding
 Asking what they think about anything
Keeping Kids Drug-Free Is Achieved In A Series of Small, Personal Ways

Therapeutic Foster Parents
 Make A World of Difference
Youth In Recovery Program
 Check Us Out!

CONCERN

Hope. Opportunity. Change.
Serving Northeast PA
 Mulberry Professional Plaza, Scranton, PA
 1-800-654-6180
 www.concern4kids.org

TANKER TRUCK DRIVERS

Full and part time. CDL Class A with X endorsement. Local territory, hourly pay with benefits.

1-800-807-6797

Help Wanted 270

AUTOMOTIVE SALESPERSONS

Multi-line auto dealership has openings available for experienced automotive salespersons. We offer competitive wages and a complete benefit package. Contact Anne Bazi at:

Wyoming Valley Motors
 Route 11
 Larksville, PA 18651
 570.288.7411

AUTOMOTIVE TECHNICIAN

Multi-line auto dealer has an opening available for an experienced technician. PA Inspection License, valid PA driver's license, and a clear driving record required. ASC certification a plus. To schedule an interview, contact Chris Camp at:

Wyoming Valley Motors
 560 Pierce St.
 Kingston, PA 18704
 570.714.9924

CHILD CARE AIDE

The CYC Child Care Center is currently seeking full time position for our Toddler Program. Hours from 1pm. Apply in person

CYC

36 S. Washington St. W-B, PA
 To serve children as a Foster Parent. Excellent compensation & support provided. Call FCY 1-800-747-3807 EOE

CHILDREN & YOUTH

OPEN YOUR HEARTS & HOME

Part time, evenings. Apply in person
COOK
 36 S. Washington St. Wilkes-Barre, PA

COOK

Part time, evenings. Apply in person
Martins Towing
 570-675-1171

STUDENTS

PART TIME OR FULL TIME HOURS....
YOUR CHOICE!

This is a perfect opportunity for college students or anyone with high energy. Must have dependable transportation.

No telemarketing! No door-to-door!

You will be working at various stores convincing potential subscribers the benefits the TIMES LEADER offers!

You must enjoy the following:

- ◆ Averaging \$10- \$17 per hour
- ◆ Talking to people in person
- ◆ Discussing the benefits of the TIMES LEADER
- ◆ Casual business attire

OPEN INTERVIEWS

TIMES LEADER

Distribution Building

90 East Market Street

(Corner of Market Street & Pennsylvania Avenue Wilkes-Barre)

WEDNESDAY, September 3, 2003

3pm to 5pm only

Ask for Ronald Paesch

The Kiosk Program

NO PHONE CALLS PLEASE

TRANSPORTATION COORDINATOR

The Times Leader has an opportunity for a Transportation Coordinator. The successful candidate for this position will be responsible for:

- Supervising the distribution of newspapers
- Scheduling deliveries
- Maintaining fleet vehicles
- Maintaining accurate and up-to-date fleet records
- Operating fleet vehicles as needed

The regular work hours for this position are 8:00 p.m. - 4:30 a.m.; however, flexibility is required in working dayshift hours when needed. Qualifications include a valid driver's license with a clear driving record, PC skills and an understanding of Excel spreadsheets.

We offer an excellent benefits package, including pension and 401(k), paid vacation and personal days, stock options and more. Interested and qualified candidates should send resume to:

Sharon Petchel, Human Resources Director

TIMES LEADER

15 North Main Street, Wilkes-Barre, PA 18711

Fax: (570) 831-7364

Email: SPetchel@leader.net

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

NO PHONE CALLS!

RN- Full Time, 7a-3p & part time 7a- 3p

LPN- Part Time, 3p-11p & full time 11p-7a

CNAs- Part Time, All shifts

APPLY AT:
HAMPTON HOUSE

1548 Sans Souci Pkwy, Wilkes-Barre PA 18702

570-825-8725 ATTN: Joan Powell

We offer outstanding benefits including
NEGOTIABLE SALARY
 401K • Education Assistance
 Opportunity For Career Advancement

CALL US TODAY!

EOE/ M/F/D/V

Help Wanted 270

DRIVERS

U.S. Foodservice, is recruiting for Foodservice Delivery Drivers. Candidates must have a valid Class A CDL and clean driving record. This position involves delivering to multiple stops, unloading product, with hand truck and heavy repetitive lifting. Competitive pay and benefits package. # 20-2003 must be used when applying. Application will be accepted until 8/29/03. Apply in person or send qualifications to:
US Foodservice/ Pittston
 13 Rutledge Drive
 Pittston, PA 18640
 Attn: HR
 Email:
 adavis@usfood.com
 Fax:
 570-883-4755
 EOE M/F/D/V

EDUCATION

Crestwood School District accepting applications for the following positions:

PART TIME TEACHER AIDES

School days only - \$7.25 per hour (Pending Negotiations)

Applicants should send resume or application, current Act 34 and Act 151 clearances to:

Mr. Theodore J. Geffert Superintendent
 Crestwood School District
 28 S. Mountain Blvd.
 Mountaintop, PA 18707. E.O.E.

EDUCATION

The Greater Pittston YMCA is looking for a part time Pre-School Teacher. Candidates must have one year experience working with children and at least a two year degree in Early Childhood.

Please call
Rebecca at
570-655-2255

EDUCATION

PRE SCHOOL TEACHER
 185 S. Mountaintop Blvd.
 Mountaintop, Pa.
 570-474-9364

MASONS & LABORERS

Experienced, own transportation. Local work. 696-3601

Help Wanted 270

NEED A JOB

\$7.00 to \$9.00 an Hour to Start.

We are looking for full time.

★ Production Workers ★ Drivers

★ Clothing Pricers.

No experience needed. Paid Holidays, Vacation & Sick time. Apply today.

Community Family Service

779-4570

Help Wanted 270

EDUCATION

SPECIAL ED TEACHER

Elementary level. Pennsylvania certified in Special Ed. required. Send standard applications, resume, letter, copies of certificate, clearances, transcripts, evaluations, 3 recommendation to:

Mr. Stephen Brodmerkel
 Stroudsburg Area SD
 123 Linden St.
 Stroudsburg, PA 18360. EOE

FOX HILL Country Club

Seeks Dishwashers, Lunch Cook, Part Time Banquet & Pantry Cook. Top Wages & Benefits.

570-655-2239

HEALTHCARE

DAVIS MANOR

is currently accepting applications for
CNA's
All shifts.
 Those interest call or apply in person to

HEALTHCARE

OPHTHALMIC ASSISTANT

BUCCI Laser Vision
 ATTN:
Administrator
 158 W-B Twp. Blvd. W-B, PA 18702

JANITORIAL/ MAINTENANCE

Duties to include minor maintenance cleaning, snow plowing & lawn care. Must be reliable & neat in appearance. Drivers license a must. Full time w/benefits. Apply Luzerne Products 180 Courtright St. Plains, Pa. 18702

JEWELRY REPAIR SERVICE

Full time position for personable and manually dexterous individual in our jewelry repair service department. Basic watch experience helpful but not necessary. Call to set up an interview. 570-823-7111

RETAIL ADVERTISING MANAGER

The Times Leader, a Knight-Ridder newspaper, is seeking a Retail Advertising Manager. This position will be responsible for increasing market share in a competitive marketplace, planning, developing and executing new initiatives, forecasts and budgeting, and developing account executives and team leaders.

The ideal candidate will possess strong leadership, organizational and innovative marketing skills, a proven track record in newspaper sales, and work well in a team environment. Bachelor's degree and five years of newspaper experience required. If you are looking for a position with potential for advancement in a top media company this is the opportunity for you.

We offer a competitive compensation package, and comprehensive benefits package, including medical, dental and vision coverage, pension, 401 (k), stock options and more.

Interested and qualified candidates should send letter of interest and resume, including salary requirements to: **No Phone Calls.**

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

DEMONSTRATORS

PART TIME OR FULL TIME HOURS....
YOUR CHOICE!

OPEN INTERVIEWS

We are looking for individuals that have sold door-to-door, inside stores or telemarketing. You can work 2 to 5 days per week... your choice!

You will be working at stores talking to customers about the TIMES LEADER. We are looking for individuals that enjoy talking to people, have high energy & want to average \$10 to \$17 per hour! Must have a dependable automobile!

Also, we are looking for individuals to work Saturdays & Sundays only.

WE TRAIN!

OPEN INTERVIEWS

TIMES LEADER

Distribution Building

90 East Market Street

(Corner of Market Street & Pennsylvania Avenue, Wilkes-Barre)

Wednesday, September 3, 2003

3pm to 5pm- ONLY

Ask for Ronald Paesch

The Kiosk Program

NO PHONE CALLS PLEASE

CUSTOMER SERVICE

The Times Leader has opportunities available for two part-time Customer Service Clerks in our Circulation department. The successful candidates will be responsible for: calling stopped subscribers and reactivating accounts; setting up payment arrangements; collecting payments from subscribers when necessary; and, communicating any customer service problems or concerns to District Managers.

Qualifications include PC skills, above average telephone skills, above average communication skills and a willingness to work flexible hours. Previous experience in customer service or telemarketing is a definite plus.

We offer a base salary plus commission, and an excellent benefits' package, including pension and 401(k), paid vacation and more.

Interested and qualified candidates should send resume to:

Sharon Petchel, Human Resources Director

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Fax: (570) 831-7364

Email: SPetchel@leader.net

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NO PHONE CALLS!

Help Wanted 270

LABORERS / HELPERS

Entry-level position. Advancement opportunity available. Start your career with a company that is financially stable and offers full-time employment, year round. J.P. Mascaro & Sons, call 1-800-243-7575 for an interview. EOE

LABORERS WANTED

We are starting our "busy season" all types of warehouse workers, assemblers, and general laborers needed. Jobs range from 1 day temporary to long-term temporary to direct hire. Drug screens may be required at time of hire... apply today

MANPOWER®
 695 Kidder St.
 Wilkes-Barre
 (Across from Toys-R-Us)
825-5661

LEGAL SECRETARY/ ASSISTANT

Full time position. Excellent word processing skills. Great work environment with a reasonable employer. Benefits available. Resume to: Joseph Van Jura, Esq 11 W. Market St., Suite 700, Wilkes-Barre PA 18701. Fax 823-0953

LABORERS / HELPERS

Sun Building Systems is Taylor's largest new home construction company and is seeking to immediately fill several permanent positions. We offer year-round employment inside our manufacturing facility and top competitive wages with performance bonus for experienced and reliable people. We include medical insurance, paid holidays, paid vacation and 401K.

Apply at:

Sun Building Systems

#9 Stauffer Industrial Park

Taylor, PA 18517

Fax: 570-562-0737

ATTENTION:

FRAMING FINISH CARPENTERS DRYWALL FINISHERS PLUMBERS ELECTRICIANS

Sun Building Systems is Taylor's largest new home construction company and is seeking to immediately fill several permanent positions. We offer year-round employment inside our manufacturing facility and top competitive wages with performance bonus for experienced and reliable people. We include medical insurance, paid holidays, paid vacation and 401K.

Apply at:

Sun Building Systems

#9 Stauffer Industrial Park

Taylor, PA 18517

Fax: 570-562-0737

ATTENTION: