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properties

270 Help Wanted

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Help Wanted 270

OVER

Career Opportunities

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ACCOUNTING CLERK

Needed with an Associates degree in accounting plus 1-3 years experience preferred. Accountry preferred. Ac-counts receivable and Quickbooks exand Quickbooks experience necessary.
Full time position plus benefit package available.
Send resume and salary requirements to:
TFP Limited
1140 Route 315
Wilkes-Barre, PA
18711
Web ID# TJ696013

CLERICAL

WE HAVE OPENINGS IN THE FOLLOWING **POSITIONS:**

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diversity to apply, including minorities and women. For confidential consideration, please forward a letter of application and resume to: College Misericordia, Attention: Human Resources Department, 301 Lake Street, Dallas, PA 18612 or email

> hr@misericordia.edu Web ID# TJ696581

Medical Careers 271

Medical Careers 271



Seeking out-going, pleasant individuals who enjoy working with patients in a fastpaced environment.

Full Time Medical Office Experience in patient registration, computerized charge entry, surgical scheduling & general office duties preferred; willing to train.

Please send resume to: **Director of Human Resources Eye Care Specialists** 703 Rutter Ave., Kingston, PA 18704 Fax: (570) 287-2434 **WEB ID TJ696395**

he Dallas Post

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Web ID# TJ694934

The Northwest Area School District is accepting applications for the following positions:

(1) HEAD CROSS COUNTRY COACH

Applications are being accepted until the position is filled.

Please submit a cover letter of interest, application, resume, and Clearances (Act 34, Act 151, & FBI Fingerprinting) to Mrs. Nancy P. Tkatch. Superintendent Northwest Area School District, 243 Thorne Hill Rd. Shickshinny, PA 18655. E.O.E.

Web ID# TJ696681

SHEET METAL FABRICATION PRODUCTIO

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If you have the qualifications for any of the above positions at either location, please mail your resume with salary history to Jeff Dickson, C.E.O. at the address below or email your resume to jsd@epix.net. You may

also apply in person, 8am-5pm, Monday-Friday. KMS FAB, LLC.

100 Parry Street, Luzerne, PA 18709 E.O.E.

PACKAGER/INSERTER

The Times Leader is looking for a Part Time Packager/ Inserter for our Packaging Department. This position reports directly to the Packaging Supervisor

Duties include but are not limited to: Opening of insert skids

Feeding of circulars into assigned hoppers

Stackdown of ROP

Clean up of Packaging Department at the end of assigned Employees must be able to work flexible hours and be able to lift

at least 25 lbs. Interested candidates should mail, e-mail or fax a letter of interest, resume and writing clips to: **Human Resources Department**

> THE TIMES LEADER 15 N. Main Street Wilkes-Barre, PA 18711 e-mail: cbeynon@timesleader.com Fax: (570) 831-7364

No Telephone Calls Please We are an equal opportunity employer committed to diversity in the workplace.

Transportation-related company is seeking individuals for commission sales positions. Desire to succeed is a necessity Must be hard-working, motivated, honest & desire job satisfaction. Must be able to travel extensively in

Pennsylvania and surrounding area. Knowledge of over-the-road trucking equipment a plus. Six-digit income potential, insurance, and retirement plan. If this is you, then you may be the person we are looking for. Send resume to:

BOX 5123 TIMES LEADER 15 North Main Street, Wilkes-Barre, PA 18711-0250

ACCOUNT EXECUTIVE -ONLINE ADVERTISING

JOIN THE LEADER:

The Times Leader, Luzerne County's #1 Newspaper, has a great opportunity for an account executive that will sell online advertising for our leading website at http://www.timesleader.com. The successful candidate will be responsible for sourcing new business, renewing existing accounts and generating additional advertising revenue. This is a great opportunity for someone looking to take the next step in a highly respected company with a great brand with incredible room for growth. Unlimited earning potential. Base plus commission. Qualifications:

1-2 years of online ad sales experience.

Background/experience in media sales and marketing

Strong track record of prospecting, closing, building & maintaining client base. Good problem solving skills

Solid computer and internet knowledge

An ability to function with limited supervision at a demanding pace.

Excellent verbal and written communication skills Ability to listen carefully

Entrepreneurial spirit - inclination toward taking intelligent risks.

Flexibility and adaptability to rapidly changing environment. Calm under pressure.

Resourceful. High energy level.

If you enjoy sales and are challenged by it, plus you are goal-oriented and driven to succeed this can be an exciting job for you. Interested and qualified candidates should mail, fax or e-mail cover letter and resume to:

Human Resources Department

THE TIMES LEADER

15 N. Main Street, Wilkes-Barre, PA 18711 or email: cbeynon@timesleader.com or fax: (570) 970-7113

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