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DIRECTOR OF SURGICAL SERVICES
We are currently seeking a Surgical Services Director to manage our busy OR Department.
Requirements include but are not limited to:
•State RN Licensure required
•Management/ Supervisory experience in Hospital Surgery Services department required
•PACU, Same Day Surgery and Central Sterile experience desirable
•Knowledge of JCAHO & Department of Health standards
Please send resume or apply in person to:
BERWICK HOSPITAL CENTER
Human Resources
701 E. 16th Street, Berwick, PA 18603
Fax: 570-759-5035
Or e-mail resume to carol_a_martinez@chs.net
EOE

Lead Physical Therapist
Outpatient PT Clinic
Full Time
\$7,000 Sign On Bonus
Orthopedic and sports background desired. Industrial experience preferred.
A minimum of three years experience required. Candidate must be self motivated and have a take charge personality
Benefits package includes:
Medical, Dental/Vision, 401K, paid vacation, sick and holiday time, tuition reimbursement, life insurance and more!
Occupational Therapist
Berwick Hospital - Per Diem
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For more information you can call 570-759-5033.
Please send resume or apply in person to:
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Human Resources
701 E. 16th Street
Berwick, PA 18603
Fax: 570-759-5035
Or e-mail resume to carol_a_martinez@chs.net
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COOKS & DIETARY AIDES
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Dallas, PA 18612
EOE

Apheresis Technicians
Part Time/ Full Time Vacancies
Join one of the largest Apheresis operations in the American Red Cross system using state of the art technology to separate blood components in order to treat patients and prepare specialty blood products. Responsibilities include performing health history assessments, donor and patient apheresis procedures. LPN or MLT certification; or 12 months experience collecting double red cells; or 24 months collecting whole blood or equivalent clinical or medically related discipline. Candidate must be highly motivated and possess excellent customer service skills. Valid PA Driver's License required. Comprehensive benefits for part & full time include: Family healthcare insurance, paid leave time, 401(k), pension, EAP, disability and life insurance.
To apply, go to the employment opportunities section of our web site at
www.nepagivelifelife.org
Click on 'Application', download and complete the Employment Application. Send your completed application and resume to -
Fax: 570-823-9097
or Mail:
American Red Cross
Blood Services
Attn: HR Department
P.O. Box 420
Wilkes-Barre, PA 18703-0420
NO PHONE CALLS PLEASE
EOE M/F/D/V

LARSON DESIGN GROUP (LDG); a full service Architectural, Engineering and Survey firm has opportunities available throughout our growing employee-owned company. Bring your winning attitude and love for challenges to us. Your career opportunities will seem unlimited!
Architect
• B.S. Degree in Architecture.
• NCARB certification.
• Valid PA Registration
• Minimum of five (5) years as a Registered Architect.
• Project Manager Skills preferred.
• Design-Build experience is a plus.
• Proficiency in AutoCAD Version 2004; Architectural Desktop version 2006 preferred.
• Ability to interact with clients and manage and develop projects including document production.
• Strong interpersonal skills including experience with supervising and mentoring staff.
• Ability to prepare technical and price proposals, maintain project budgets and schedules.
• Interest to market, establish, and sustain current and new clients.
• Ability to attend and facilitate public meetings.
Mechanical Engineer
• B.S. Degree in Mechanical Engineering.
• P.E. License in Pennsylvania and New York preferred or ability to obtain licensure upon hire.
• Seven (7) years+ experience in:
H.V.A.C. and Plumbing design.
Boiler and Chiller plant layout and design.
Steam, condensate, hot water and chilled water piping design.
Pipe Stress analysis and pipe support systems.
• Proficiency in AutoCAD Desktop and general design software.
• Strong Teamwork based interpersonal skills including supervision and/or mentoring.
• Ability to prepare technical and price proposals, bid documents, and to maintain project budgets and schedules.
• Ability to provide construction administration in accordance with industry standards.
• Ability to attend and facilitate meetings, presentations, etc.
• Market new clients.
Project Manager - Survey
• Lead, manage, and direct survey crews.
• Plan and organize survey tasks for the assigned team. Tasks consist of various types of surveys including: Boundary, Control, Leveling, Topography, Construction Staking, ALTA, GPS, Robotics, Supplementing Aerial Mapping, etc.
• Communicate with Project Managers (PM) to gain a clear understanding of each survey assignment.
• Communicate tasks and assignments clearly to crew members.
• Report progress, needs, wants, and issues to the Department Director or Direct Supervisor.
• Research survey archives and files for previous survey data pertinent to each project.
• Perform deed and map research.
• Read and understand maps and plans (including architectural drawings).
• Analyze, correct, and reduce collected survey data.
• Perform field computations utilizing knowledge of COGO and trigonometry.
• Exposure to situations that require confidence in decision making, attention to detail, and confrontational skills.
• Schedule and or oversee field equipment maintenance and upkeep (including assigned survey vehicle).
• Produce clear, neat, concise and detailed field notes and job photos.
• Use of MicroStation and AutoCad Survey Software and methods.
Civil Engineer - Water/Waste Water Design
• B.S. Degree in Civil Engineering - emphasis in Water Resources and/or Environmental design.
• E.I.T. certification preferred.
• Entry Level to two years experience preferred.
• Experience with Hydraulics and water/waste water facility designs a plus.
• Detail Orientated with strong organizational skills.
• Demonstrates ability to apply technical knowledge to analyze problems and develop strategies.
Civil Engineering - Highway Design
• B.S. Degree in Civil Engineering with emphasis on transportation/highway design.
• E.I.T. certification.
• Entry Level experience.
• Technical on-hands experience with MicroStation and In-Roads software.
• Knowledge of current PENNDOT and AASHTO specifications, standards, and procedures preferred.
• Excellent planning and organizational skills with ability to demonstrate the application of technical knowledge to analyze problems and develop strategies for efficient project execution.
Civil Engineering - Site Design
• B.S. Degree in Civil Engineering
• One or more years experience in Civil Engineering
• Proficiency in AutoCAD Land Development Desktop
• Ability to perform design calculations using engineering formulas and methods.
• Ability to review documents and prepare cost estimates.
• Research codes and design guidelines and write reports.
Civil Engineer - Bridge Design
• B.S. Degree in Civil Engineering - emphasis on Structures.
• E.I.T. preferred.
• Certified Bridge Safety Inspector preferred.
• Entry level to five years experience.
• Successfully completed course with steel and concrete structures.
• Knowledge of current PENNDOT and AASHTO specifications, standards, and procedures preferred but not required.
General Drafting Technicians
• Architectural, Structural, Mechanical, Electrical, Site Design and/or Water/Waste Water drafting background strongly preferred.
• Associate Degree in Drafting, Architecture or Civil Engineering Technology preferred (or equivalent related work experience).
• Entry Level to four or more years experience preferred.
• Proficiency in AutoCAD 2006 and Autodesk 2007 preferred.
• Proven technical problem solver.
At LDG, we firmly believe that the workplace should be enjoyable and complement our values, quality, open communication, integrity and leadership to help maintain a positive atmosphere. We cherish the ideas of home, family, and working together. Our success is a result of our belief in our Core Values of which personal and professional development and our commitment to community stewardship are paramount.
We reward successful candidates with a competitive salary and a premier benefits package including relocation.
Resumes will be treated in confidence. Interested candidates should forward a cover letter, (3) resume-building references, salary history and salary expectations to:
Director of Human Resources
Larson Design Group
PO Box 487
Williamsport, PA 17703-0487
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Gonnella Frozen Products is currently seeking a Full-time Assistant Maintenance Manager for a new state of the art frozen dough facility in Hazleton, PA. Applicants should have 3 years exp. in maintenance supervision and must be computer literate. 40-60 hour work weeks with some weekend work required. ERT and HAZMAT training are a plus.
Interested candidates can e-mail their resumes to mholly@gonnella.com or fax to 570-459-3477.

551 Other 551 Other

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Motorworld has immediate openings for experienced technicians in our Ultra Modern Body Shop. Excellent wage/ benefits package and a chance to work with some of the best autobody specialists in the business. Potential earnings of 70K per year. Valid driver's license and clear driving record required. Must have your own tools.
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Mr. Mark Kraynack,
Supervisor of Buildings & Grounds
Dallas School District,
PO Box 2000, Dallas, PA. 18612
DEADLINE: January 30, 2008
EOE

566 Sales/Business Development 566 Sales/Business Development

521 Editorial/Writing 521 Editorial/Writing 521 Editorial/Writing

NIGHT SIDE PAGE DESIGNER/COPY EDITOR
The Times Leader, a seven-day morning newspaper in Wilkes-Barre, PA, needs a night-side page designer/copy editor to work on news, sports and business pages. In addition to first-rate style, grammar and spelling skills, the successful applicant should be adept at writing compelling headlines and designing eye-catching layouts. We work in the CCI operating system, and Adobe Photoshop skills are a plus.
Please send three design clips and three stories or projects you have edited to
Anne Woelfel at
awoelfel@timesleader.com or
The Times Leader
15 N. Main St.
Wilkes-Barre, PA 18711

FEATURES/ ENTERTAINMENT WRITER /MUSIC CRITIC
The Times Leader, a privately owned daily in Wilkes-Barre, Pa., has an immediate full-time opening for a features writer able to cover, skillfully and creatively a full range of arts, entertainment, leisure and lifestyle topics. Preference will be given to candidates with experience and top-notch skills in covering the home-and-garden beat as well as anything related to music, from local bands and troupes representing a spectrum of tastes and styles to national acts and issues. We seek a lively and self-motivated wordsmith who can turn a creative phrase while keeping accuracy and integrity paramount. We not only want you to cover stories but find them, then persuade people to share them. The ideal candidate also will be able to step out of realm on occasion to cover general features, such as family life, food or travel, or features as daily or breaking news on short notice. A keen eye for style (both in language and in life) and a finger on the pulse of today's society are crucial. We're looking for someone who knows today's and tomorrow's talkers from yesterday's news but also knows where the latter might fit into the scheme on any given day.
Hours are generally daytime Monday through Friday with occasional and/ or sporadic nights and weekends. Flexibility is a must. Three to five years' experience preferred, in addition to a bachelor's degree.
Send us your best clips and tell us why we (and the greater Wilkes-Barre area) must meet you now:
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.

566 Sales/Business Development 566 Sales/Business Development 566 Sales/Business Development 566 Sales/Business Development

The Right Choice Is Simple™
Looking For A Career Look No Further
UNITRIN direct®
auto insurance
GREAT CAREER OPPORTUNITIES LOCATED ON MONTAGE MOUNTAIN
Unitrin Direct is a direct to consumer personal lines auto insurance company. We offer the kind of exciting, dynamic work environment you'll really appreciate. As a proud member of the Unitrin family of insurance companies headquartered in Chicago with more than 6 million policyholders, \$9 billion in assets, and 75 years of experience, Unitrin Direct Auto Insurance has the means to offer the benefits, security, and financial stability of a large, established organization. Unitrin Direct has an "A" (excellent) rating from A.M. Best, a leading provider of ratings and financial information for the global insurance industry.
NEW SALES & CUSTOMER SERVICE CLASS STARTING FEBRUARY 4TH
SALES AGENTS - Receives incoming calls providing comparative rate quotes to prospective clients with the objective of converting the sales lead to a policyholder while supporting underwriting guidelines, maintaining set quality standards, and providing a positive customer experience. The position involves counseling and educating consumers about Unitrin Direct's products and services while explaining how the products and services can meet their needs. Must be flexible and at all times remain professional with a positive attitude. Successful candidate will earn an above average base salary with the opportunity for monthly incentive. QUALIFICATIONS: Requires a 2 year degree; 4 year degree preferred or minimum of 3 years comparable experience or equivalent combination of education and experience. Excellent communication, interpersonal and organizational as well as superior customer service skills required. Proficiency with MS Windows, Word, Excel, and Outlook essential. Property & Casualty (P&C) License helpful, but not required, training and licensing will be provided. (4 day on, 4 day off 11 hour shifts or 2:30 pm - 11:00 pm., Mon. - Fri. schedules available).
CUSTOMER SERVICE AGENTS: Answer incoming calls to assist policyholders with product and account information. Analyze and resolve customer concerns using established guidelines and procedures. Handle a multitude of requests including but not limited to billing and coverage questions, ID card requests, policy changes as well as other service related tasks. QUALIFICATIONS: Requires a 2 year degree; 4 year degree preferred or minimum of 3 years comparable experience or equivalent combination of education and experience. Excellent communication, interpersonal and organizational as well as superior customer service skills required. Proficiency with MS Windows, Word, Excel, and Outlook essential. Property & Casualty (P&C) License helpful, but not required, training and licensing will be provided. (All shifts available).
SALES SUPERVISOR - Manage professional insurance agents in their day-to-day activities with the objective of selling and retaining new business premium, all within stated underwriting guidelines. Identify areas of improvement through analysis, recommends and implements solutions, and monitors results. Assists in identifying coaching needs, recommends and provides appropriate training. Handles escalated calls providing solutions that enhance the customer experience. Creates an environment where recognition and encouragement is a part of the daily culture. QUALIFICATIONS: Bachelors degree with a major in business or management required or a minimum of five (5) years experience directly related to the specified job responsibilities. A minimum of three (3) years prior sales and/or training experience. Prior supervisory experience in a direct-to-consumer call center environment preferred. Must have excellent verbal, communication, interpersonal and leadership skills. Property & Casualty (P&C) License helpful, but not required, training and licensing will be provided. (4 day on, 4 day off schedule)
FULL TIME & PART-TIME FIRST NOTICE OF LOSS REPRESENTATIVES - Answer incoming calls assisting policyholders and claimants in the process of filing a first notice of loss report. QUALIFICATIONS: High school diploma or equivalent required with a minimum of 2 years Customer Service or Call Center experience. Excellent communication, interpersonal and organizational as well as superior customer service skills required. Basic computer skills with MS Windows. (Full-time 11:30 am - 8:00 pm or Part-time evenings).
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