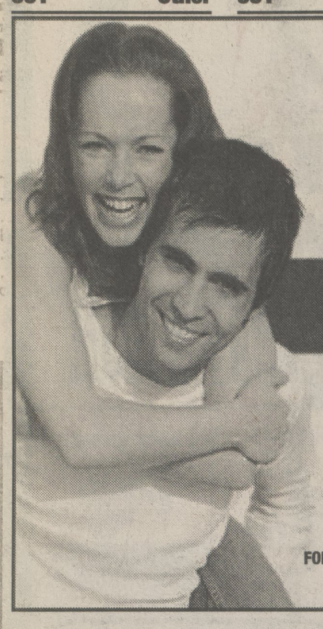
551 Other



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NOW HIRING

Sales Associates
Stock Associates, Cashiers

Join the team that's taking the retail world by storm.

Great Work Environment
Competitive Pay & Benefits • Exciting Career Opportunities

Please Apply In Person:
Jan 28 - Feb 29, 2008
Mon, Wed & Fri 12:00PM - 8:00PM
Tues & Thurs 10:00AM - 6:00PM

Apply At:
East End Center
Suite 16, 815 Kidder St - Route 309
Wilkes - Barre, PA 18702

Store Location:
East End Center
360 Kiddler St
Wilkes - Barre, PA 18702

FOR AN INTERVIEW PLEASE CALL 516-491-8530

WWW.STEVEANDBARRYS.COM
STEVE & BARRY'S IS AN EOE

554 Production/ Operations

UNISON

Unison Engine Components

Unison Engine Components, a leading manufacturer of jet aircraft engine components, is seeking candidates for the following positions:

PRODUCTION POSITIONS

Our Mountaintop facility is seeking semi-skilled production labor for grinding operations. Lifting is required, along with quality inspection. Rotating shifts are required.

MACHINE OPERATORS

Our Tru-Form facility is seeking machine operators. Qualified candidates are required to read and interpret blueprints, set-up and operate conventional lathes, and must be able to perform dimensional measurements using calipers and micrometers. Machine shop background preferable. Must be willing to work 2nd or 3rd shift.

The Company offers the ideal candidates an excellent starting salary and benefits package.

Please send all resumes to:

Unison Engine Components - Mountaintop
P.O. Box 68
Mountaintop, PA 18707
Fax: 570-474-3044

No phone calls, please

M/F/D/V E.O.E.
Candidates who are hired may be subject to and must comply with all applicable U.S. export control and security regulations.

551 Other

timesleader.com
Make it your home page!

521 Editorial/ Writing

LINE UP
A SUCCESSFUL SALE
IN CLASSIFIED!
Do you need more space?
A yard or garage sale
in classified
is the best way
to clean out your closets!
You're in bussiness
with classified!

SPORTS CORRESPONDENTS

The Times Leader has immediate openings for hard-working, dependable individuals to cover a variety of events as a sports correspondent. Prior newspaper experience is preferred. This is also a great opportunity for recent college graduates or college students studying journalism.
Sports correspondents must have reliable transportation and the ability to work nights and weekends.

Send a letter of interest to:
The Times Leader
Dave Konopki, Sports Editor
15 N. Main Street
Wilkes-Barre, Pa. 18711
E-mail: dkonopki@timesleader.com

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

NEWS AND FEATURES CORRESPONDENTS

The Times Leader has immediate openings for creative and self-motivated individuals to cover evening news events, including municipal and school board meetings. Our correspondents are paid a competitive per-story rate. Successful candidates must be detail - oriented and have the ability to meet strict deadlines. Prior newspaper experience is preferred, but not necessary.
Send a letter of interest, along with writing clips to:
The Times Leader
Dan Burnett, Assistant City Editor
15 N. Main Street
Wilkes-Barre, Pa. 18711
E-mail: dburnett@timesleader.com

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

551 Other

TEACHING POSITION

Marketing Instructor
Wilkes-Barre Area Vocational Technical School

The Wilkes-Barre Area Vocational Technical School is seeking a day-to-day substitute Marketing Teacher for the remainder of the 2007-2008 school year. The teacher must prepare individuals for occupations in such businesses as retail and wholesale trade, finance, entertainment, hospitality, food service, communications, storage and distribution as well as maintain proper classroom decorum. This position requires a bachelor's degree and a PA teaching certificate is preferred. Clearances required, Act 34, Act 151 and fingerprints. For an application please call 822-4131 exp. 117. Deadline for applications is February 11, 2008, 3:00 p.m. Wilkes-Barr AVTYS is an EOE

Selling Your Car?
Run your ad in The Times Leader until vehicle is sold
Call Classified 829-7130
THE TIMES LEADER
timesleader.com

551 Other

NEW TODAY

TEACHING POSITION

Wilkes-Barre Area Vocational Technical School
HEATING, AIR CONDITIONING, VENTILATION & REFRIGERATION MAINTENANCE TECHNOLOGY/ TECHNICIAN

The Wilkes-Barre Area Vocational Technical School is seeking a half-time day-to-day substitute Heating / Air Conditioning Instructor for the remainder of the 2007-2008 school year. This program is an instructional program that prepares individuals to apply technical knowledge and skills to install, repair and maintain commercial and domestic heating, air conditioning and refrigeration systems. Instruction includes theory and application of basic principles involved in conditioning of air (cooling & heating); filtering and controlling humidity; operating characteristics of various units and parts; blueprint reading; use of technical reference manuals; the diagnosis of malfunctions; overhaul, repair and adjustment of electric / electronic and pneumatic control systems

Clearance required, Act 34, Act 151 and fingerprints. For an application please call 570-822-4131 ext. 117. Deadline for applications is February 11, 2008, 3:00 p.m. Wilkes-Barre AVTS is an EOE

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A yard or garage sale
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to clean out your closets!
You're in bussiness
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551 Other

WAREHOUSE/ EVENT SET UP

Bath Fitter, the leading bathroom remodeling company in the area is seeking a highly motivated individual to run our everyday warehouse and event duties. Warehouse, inventory, and computer experience preferred. Must have a clean driving record and be able to work evenings and weekends when needed. Background check and physical required. Benefits package available. Wage based on experience. Call Mike at 821-1155 or fax resume to 970-0609

LINE UP
A GREAT DEAL...
IN CLASSIFIED!
Looking for the right deal on an automobile?
Turn to classified.
It's a showroom in print!
Classified's got
the directions!

557 Project/ Program Management

MANAGER, DENNY'S

Excellent opportunity to work with a great team and franchise. Pocono area Denny's is searching for an individual to manage approximately 25-30 employees at a full service, family restaurant open 24 hours a day, seven days per week. Must have a least 3 years of previous management experience. Please mail or fax an application/ resume with salary requirements to P.O. Box 141, White Haven, PA 18661. Fax (570) 443-7988. Resume can also be emailed to angb@ren.com as Word document only.

566 Sales/Business Development

ACCOUNT EXECUTIVE

WOLF/FOX56-TV; WSWB/CW-TV; and WQMY/MyNET-WORK-TV seeks an organized, creative, and self motivated person with a drive to sell commercial time to advertisers and businesses on our (3) television stations. Account Executive will handle existing station advertisers and be responsible for developing NEW business advertisers. Media or outside sales a PLUS, but not required.
Please email resume to bspager@fox56.com or call 570-970-5600.
E.O.E., Drug Free Workplace.

566 Sales/Business Development

SALES & MARKETING ASSOCIATES

Full time position duties to include marketing, sales, data analysis, scheduling, trade show attendance. Candidate must be proficient in Microsoft Office. Candidate should have good communication skills. Must be willing to do some seasonal travel. Minimum Associate's degree required, BA preferred. Interest/ experience in advertising & PR a plus. Great entry level career builder. Please reply to: Christine Reese 101 Power Blvd Archbald, PA 18403

572 Training/ Instruction

ORTON-GILLINGHAM TUTOR (CERTIFIED)

1 1/2 half hours 3 times a week for elementary age child. Call 287-7094 leave message.

581 Employment Wanted

AFTER SCHOOL HELPER
To supervise one child in our Dallas home. 2 to 3 days a week. 3 to 6 pm. References required. Call 570-674-3723

600 FINANCIAL

610 Business Opportunities

EARN EXTRA INCOME
Entrepreneurs needed! Expanding Business. Management positions available. Flexible hours, will train. 570-823-1033

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LIQUOR LICENSE
Wilkes-Barre City/Luzerne County
$20,000
Call 570-328-4819

VANGUARD CLEANING SYSTEMS
Commercial Office Cleaning
Operate a business that you own.
Since 1984
AS LOW AS $1500 Down
Equipment, Support, Customers
610-871-1895 or **570-801-0174**

THE TIMES LEADER

Career Opportunities

JOIN THE LEADER! JOIN THE LEADER! JOIN THE LEADER! JOIN THE LEADER!

The Times Leader, a privately owned, growing daily newspaper in Northeastern Pennsylvania has the following opportunities available immediately.

SALES ASSISTANT

Due to continued growth, The Times Leader, Luzerne County's Number #1 newspaper is expanding and has an exciting career opportunity in our Advertising Department for a Sales Assistant to work from Monday through Friday 10:00a.m. until 7:00 p.m.

The successful candidate will perform a variety of clerical sales duties to support the Real Estate Sales Team including: • Act as liaison between customer and account executives in placing advertisements • Communicate with the layout/ production department any changes in the schedule and design of the advertisements • Enter accurate ad reservation information in the billing system to generate insertion orders and work with the business office for account payment updates • Review run sheets with team members on a daily basis • Proofread and maintain accuracy in all advertisements

The successful candidate should have the following experience and proven skills: • Two years working experience in a fast paced customer friendly sales environment • Real Estate experience a plus • Must be detail and deadline oriented • Proven ability to accurately handle a multiple of priorities • Good organizational, communication and customer service skills • Pleasant and professional telephone manner • Good computer skills on a variety of software. **If you have the experience and qualification and want to join a winning team!**

REAL ESTATE ACCOUNT EXECUTIVE

The Times-Leader has a rare opening to add to our Sales Department as a Real Estate Account Executive. This opening is a result of our expanded real estate sales portfolio business, and is not an entry level sales position. Only candidates that have either prior real estate sales experience or media sales experience will be considered. The successful candidate will sell and service an existing account list of regular advertisers, call on potential advertisers with the intention of selling them into our products, and be responsible for growing revenues in the full Times-Leader product line. This is an outside sales position with reimbursement for mileage accrued during the work day and a cell phone allowance. Compensation is a combination of base and commission, and we offer an excellent benefits package. **Interested parties need to act quickly**

NIGHT SIDE PAGE DESIGNER / COPY EDITOR

We are searching for 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**

We offer competitive salary and comprehensive benefits package for the above positions.

TEMPORARY ASSIGNMENT GENERAL ACCOUNTANT

Position is available immediately and will last for three months with the potential for full time employment. Essential job duties: account reconciliation, journal entries, and accruals. Requirements: Excel experience necessary, 2-5 years general accounting experience, Bachelor's degree preferred.

PART TIME OPERATIONS / HELP DESK

The Times Leader, a daily newspaper in Northeastern Pennsylvania, has an immediate opening in its Information Technology department for an entry-level Operator/Help Desk Technician. This is a part-time, evening position with flexible scheduling. The ideal candidate has a basic understanding of Microsoft Windows and Microsoft Office; is service oriented; able to communicate effectively and possesses a strong desire to learn new things. Acute attention to detail is a must.

For immediate consideration, please submit your resume, the position you are applying for and salary requirements to:

HUMAN RESOURCES DEPARTMENT
THE TIMES LEADER
15 N. Main StreetWilkes-Barre, PA 18711
cbeynon@timesleader.com Fax: (570) 831-7364

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

No Telephone Calls Please

569 Security/ Protective Services

SECURITY OFFICERS

Immediate Part Time openings in Wilkes - Barre, Mountaintop, Scranton & Dunmore. Uniforms provided.
800-682-4722
E.O.E.

518 Customer Support/Client Care

CUSTOMER SERVICE/ SALES SUPPORT

Industrial distributor seeks talented customer service representative to assist sales force. Exceptional benefits include 100% paid health care, profit sharing, bonus programs, health club membership. Candidate must be very organized, possess a strong work ethic and the ability to perform under pressure in a professional manner. Basic computer knowledge a must.

Send resume to:
The Times Leader
Box 68
15 N Main St
Wilkes-Barre, PA 18711-0250

509 Building/ Construction/ Skilled Trades

ESTIMATOR/ PROJECT MANAGER

Premium Builders, Inc., a local commercial construction company, is seeking a full time estimator/project manager to join our team. Experience necessary. Knowledge of Timberline software a plus. We offer a competitive salary, full benefits package and performance bonuses.

Interested applicants may send resume to:
Tracy August,
Human Resource Manager
340 Kidder St
Wilkes-Barre, PA 18702