

503 Accounting/Finance 503 Accounting/Finance 503 Accounting/Finance

### Deposit Servicing Manager

ESSA Bank & Trust has an immediate opening for an experienced Deposit Servicing Manager. Primary responsibilities will include managing the deposit servicing function including deposit accounts, customer records, research and analysis of various deposit accounts and customer records, required audit documents, and setting up new products on Vision software. Individual must also be skilled in troubleshooting for Vision related issues. The ideal candidate must have in-depth knowledge of various product offerings such as Certificate of Deposits, IRA's, Checking, and Savings accounts along with the following procedures: Electronic Cash Letter generation, ACH, EFT, ATM, Wire Transfers, Sweep Programs, Commercial Account Analysis, Overdraft programs, ChexSystems program, and interest rate calculations. Individual must have a minimum of five (5) years' experience in related positions, including management experience, along with specialized education and training. A B.S. or B.A. degree is preferred. We offer a competitive base salary, incentive performance bonus and comprehensive benefits package. For prompt and confidential consideration, please mail your resume including salary history to:

ESSA Bank & Trust  
Attn: Human Resources Department  
200 Palmer Street, P.O. Box L  
Stroudsburg, PA 18360

EOE

M/F/D/V

551 Other 551 Other 551 Other

### Pre Press / Ad Production

The Times Leader has an immediate opening to join our Pre Press department as a typesetter within our ad production team. Responsibilities include but are not limited to: copy changes to existing ads, creating new advertisements, sending out a high volume of proofs to customers, utilizing and maintaining our ad tracking software, processing ads, and meeting strict deadlines.

Candidate needs to have at least 1 year working knowledge of Multi-Ad, Quark Xpress and Photoshop. Mac platform experience is preferred, but not required. Ability to work within a team and communicate effectively is must. Experience within other newspapers and or building auto and real estate ads is a plus.

We offer a competitive salary and comprehensive benefits package. For immediate consideration, please send a resume with cover letter to: cbeynon@timesleader.com, OR Times Leader Human Resources Department, 15 N. Main Street, Wilkes-Barre, PA 18711 OR Fax to 570-831-7364. We are an equal opportunity employer committed to diversity in the workplace.

548 Medical/Health 548 Medical/Health 548 Medical/Health



### DEPARTMENT OF VETERANS AFFAIRS MEDICAL CENTER

#### Pharmacist/Clinical Specialist

(4 Positions)

**2-Wilkes-Barre, 1-Williamsport, 1-Allentown**  
The VA Medical Center, Wilkes-Barre, PA is currently recruiting for four (4) full-time licensed Pharmacist/Clinical Specialists. The successful candidates must be a citizen of the United States. The Clinical Pharmacy Specialist must possess a full, current and unrestricted license to practice pharmacy. The Pharmacy Specialist delivers pharmaceutical care in a complex and highly sophisticated manner at an expanded level of clinical practice which requires an exceptional level of competence. Salary is commensurate with credentials and experience (\$77,670 to \$100,976). There are Two (2) vacancies in Wilkes-Barre, One (1) vacancy at our Williamsport Clinic and One (1) vacancy at our Allentown Outpatient Clinic. The applicant(s) selected for this position may be eligible to apply for an education loan reimbursement award under the provisions of the Education Debt Reduction Program. The VA Medical Center offers paid malpractice insurance, vacation/sick leave, health and life insurance coverage and an attractive retirement package including a tax deferred savings plan. Application Form 10-2850c "Application for Associated Health Occupations" and Form OF-306 "Declaration for Federal Employment" can be obtained online at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or by calling Human Resources at (570) 824-3521 Ext. 7209. Please mail a copy of your license along with application materials mentioned above to: VA Medical Center, Human Resources/05, 1111 East End Boulevard, Wilkes-Barre, PA 18711. Applications must be received in Human Resources by May 8, 2008.

PharmD Preferred. EQUAL OPPORTUNITY EMPLOYER



### DEPARTMENT OF VETERANS AFFAIRS MEDICAL CENTER 1111 EAST END BOULEVARD Wilkes-Barre, PA 18711-0026

#### Physicians Assistants (Non-Institutional Care)

THE VA MEDICAL CENTER, IS CURRENTLY ACCEPTING APPLICATIONS FOR A FULL-TIME PHYSICIAN ASSISTANT (NON-INSTITUTIONAL CARE) IN OUR NURSING HOME CARE UNIT. EXPERIENCE IN GERIATRICS PREFERRED. IN ADDITION, THE PROVIDER MAY BE REQUIRED TO COVER FOR OTHER NON-INSTITUTIONAL CARE PROGRAMS TO INCLUDE A GERIATRIC EVALUATION CLINIC. TOUR OF DUTY IS 8:00 AM TO 4:30 PM AND MAY INCLUDE WEEKENDS AND HOLIDAYS. BACHELOR'S DEGREE FROM A PHYSICIAN ASSISTANT TRAINING PROGRAM WHICH IS CERTIFIED BY THE ARC-PA AND CERTIFICATION BY THE NCCPA IS REQUIRED. EDUCATION DEBT REDUCTION PROGRAM (EDRP) FUNDS MAY BE AVAILABLE. SALARY IS COMMENSURATE WITH EDUCATION AND EXPERIENCE. WE OFFER AN EXCELLENT BENEFIT PACKAGE TO INCLUDE: HEALTH AND LIFE INSURANCE, VACATION/ SICK LEAVE, 10 PAID HOLIDAYS PER YEAR, AN ATTRACTIVE RETIREMENT PACKAGE INCLUDING TAX DEFERRED SAVINGS PLAN, AND FULL MALPRACTICE INSURANCE COVERAGE. APPLICATION FORMS CAN BE OBTAINED AT [www.usajobs.opm.gov](http://www.usajobs.opm.gov) OR BY CALLING HUMAN RESOURCES AT (570) 824-3521, EXT 7209 OR 7320. THE FOLLOWING INFORMATION MUST BE RECEIVED IN HUMAN RESOURCES BY MAY 6, 2008: VA FORM 10-2850c APPLICATION FOR ASSOCIATED HEALTH OCCUPATIONS, OF-306 DECLARATION FOR FEDERAL EMPLOYMENT, RESUME, AND A COPY OF NCCPA CERTIFICATION.

VA IS AN EQUAL OPPORTUNITY EMPLOYER

566 Sales/Business Development 566 Sales/Business Development

### SALES PROFESSIONAL

Seeking highly motivated individual with a strong interest in pursuing service sales. Growing commercial firm will provide comprehensive sales training and on-going support. We provide excellent benefits and compensation package including base salary and sales commission. Experience is a plus. Resume to:

HRCoor@gmail.com or  
HR Coordinator  
PO Box 1579  
Harrisburg, PA 17105.  
EOE

554 Production/Operations 554 Production/Operations 554 Production/Operations

### PRESS ASSISTANTS

**FULL-TIME EMPLOYMENT OPPORTUNITY**  
•Offset Paperback is currently accepting applications for Press Assistant positions on afternoon (2:30pm-10:30pm) & midnight shifts (10:30pm-6:30am)  
•Applications will be accepted in person on Wednesday, April 30th, between the hours of 9am and 1pm in OPM's Education & Training Center  
•These positions require standing, reaching, twisting and repetitive lifting of up to 40 lbs.  
•High School diploma/GED required.  
•Starting Rate is \$10.05/hr. plus 25¢ shift differential for afternoons and 31¢ for midnights  
•These are full time positions offering fully paid health insurance, competitive wages, shift differentials, group insurances, liberal paid time off program, pension and 401K plan

SUMMER EMPLOYMENT OPPORTUNITIES

### COLLEGE STUDENTS

•Offset Paperback is currently accepting applications for full-time production positions for Summer only (May through August)  
•Openings are in the Press and Bindery departments in our Dallas facility and Warehouse and Digital Printing departments in our Laffin facility  
•Afternoon Shift - 3:30pm- 11:30pm  
•Midnight Shift - 11:30pm - 7:30am  
•Must be 18 years of Age  
•Starting Rate is \$9.05/hr. plus 25¢ shift differential for afternoons and 31¢ for midnights  
•Applications will be accepted M-F at our Dallas & Laffin facilities

A drug and alcohol test is required as a condition of employment. Periodic random tests for illegal drugs are performed. The use of tobacco products including cigarettes, cigars, pipes and smokeless tobacco is not permitted on all owned or leased properties.

OFFSET PAPERBACK MFRS., INC.  
101 MEMORIAL HWY  
DALLAS, PA 18612  
E/O/E



changing lives  
Night After Night™

### PRODUCTION SUPERVISOR

Are you interested in a superior job opportunity in a non-traditional work environment where your ideas matter? Simmons Company, maker of the Beautyrest mattress, has an immediate opening for a Production Supervisor at our manufacturing facility in Hazleton, Pennsylvania.

- As a Production Supervisor you will oversee the activities of approximately 40 production associates
- Implement safety policies and procedures in compliance with OSHA
- Apply lean manufacturing concepts to manage work flow and ensure maximum productivity
- Review production schedules to establish priorities
- Ensure quality of products meets specifications
- Train, coach, motivate and counsel associates to ensure performance goals are achieved
- Handle operational issues to ensure customer orders and expectations are met
- Reduce material waste

The successful candidate will be a proactive problem solver with the potential to advance to further responsibility. Two to three years supervisory experience in a fast-paced manufacturing environment and an AA/AS degree required. Experience working with teams, leading cultural change, high degree of initiative and conflict resolution experience required. Knowledge of MS Office, Just in Time concepts and Materials Requirement Planning. Must be available and willing to work OT and occasional Saturdays.

Qualified candidates can apply by e-mail at [hazresumes@simmons.com](mailto:hazresumes@simmons.com) or by fax including cover letter with salary history to 570.384.8561, Attention Human Resources, or by mail to Simmons Company, One Simmons Drive, Hazleton, PA 18202.

We offer excellent benefits including 401(k), life, health, disability insurance and more. Excellent growth potential. Training and development encouraged and tuition refund available. Don't miss this opportunity!  
An Affirmative Action Equal Opportunity Employer, M/F/D/V  
Only qualified candidates will be considered

551 Other 551 Other 551 Other 551 Other

### UNISON Unison Engine Components

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

- Semi-skilled production labor for grinding operations: Lifting is required, along with quality inspection. Rotating shifts are required. Many Company-paid benefits including medical, dental, vision, pension plan, 401 (k) match, disability, life insurance, company uniforms and personal protective equipment.
- Material Planner: will coordinate raw material and outside services. The ideal candidate will have 3 to 5 years experience in production control/logistics. A BS degree in a related field is preferred.
- Inside Sales Coordinator: responsible for daily interaction with customers at our Tru-Form facility. The ideal candidate will have a BS degree and 3 to 5 years of sales experience, preferably in a manufacturing setting. Some travel is required.

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

M/F/D/V

No phone calls, please

E.O.E.

Candidates who are hired may be subject to and must comply with all applicable U.S. export control and security regulations

Selling an item for \$300 or less?

Sell It FREE in The Times Leader

Call Classified 829-7130

THE TIMES LEADER  
timesleader.com

500 EMPLOYMENT

503 Accounting/Finance

### CONTROLLER

Permanent, full-time, 12-month position available. District enrollment - 6,900 students Annual budget - \$91.4 million  
**Duties and Responsibilities:**  
-support the District's Business Administrator in all aspects of business operations;  
-maintain all district financial & accounting records  
-prepare all financial & related Pennsylvania Department of Education reports, as required.

**Requirements:**  
-Bachelor's Degree in Accounting/ Finance  
-Minimum of five (5) years experience in public school finance or public school audit  
-M.S. in Business Management or Certified Public Accountant preferred  
-Must possess a working knowledge of GAAP, computer skills, and strong analytical, problem-solving & communication skills.

The school district offers a competitive salary and excellent benefits package. Current Child Abuse History Clearance (Act 151), Criminal Record Check (Act 34), and FBI Criminal Background Check (Act 114) are required.

Applicants should send a letter of interest, resume, and three (3) letters of recommendation to: Dr. Jeffrey T. Namey, Superintendent Wilkes-Barre Area School District 730 South Main St Wilkes-Barre, PA 18711-0375  
Email: [drjnamey@wbasd.k12.pa.us](mailto:drjnamey@wbasd.k12.pa.us)

An equal opportunity employer M/F/H/V

### Job Seekers Don't Miss A Single Listing.

Get The Times Leader delivered to your door for a special price of \$2.00 a week for 13 weeks. That's a savings of over 55% off the newsstand price.  
Call 829-5000.  
Ask for the job seeker specialist.  
THE TIMES LEADER

506 Administrative/Clerical

### ADMINISTRATIVE ASSISTANT / SECRETARY

Unique opportunity for a true Multi-task oriented individual. Perform a variety of administrative and clerical functions. Handle multiple projects. Excellent communication and interpersonal skills. Ability to support and / or assist multiple individuals. Proficient in Excel, Word, and Quicken. Candidates will possess minimum 2 years administrative assistant / secretary experience. No phone calls.  
Mail resume to: PENN ACCEPTANCE CORPORATION Highway 315 Suite 203 Pittsboro PA 18640

506 Administrative/Clerical

### ADMINISTRATIVE/ SECRETARY

Perform a variety of administrative & clerical functions. Handle multiple projects. Excellent communication & interpersonal skills. Ability to support and or assist multiple individuals. Proficient in Excel & word. Candidate will possess 5 years administrative assistant/ secretary experience. No phone calls. Mail resume to:  
**HUMAN RESOURCES SORDONI CONSTRUCTION SERVICES 44 OWEN ST. FORTY FORT, PA. 18704-4339**

DRIVERS

A or B CDL. Must be dependable. Full and part time available. Some lifting required. Competitive salary & benefits. Absolutely no phone calls. Apply in person  
**Nardone Brothers Bakery 420 New Commerce Blvd. Hanover Industrial Park EOE**

### YOU HAVE TALENT. THEY NEED TALENT.

ANYONE ELSE SMELL PAY DIRTY?  
[timesleader.com](http://timesleader.com) [TRIGISLEY.com](http://TRIGISLEY.com)  
[timesleader.com](http://timesleader.com) [TRIGISLEY.com](http://TRIGISLEY.com)

EXECUTIVE SECRETARY

Full or part time, personal executive secretary for insurance / investment firm. Requirements include: Reliability, organizational and people skills. Salary dependent on productivity & experience.  
Mail resumes to: Security First Group Suite 1200 69 Public Sq. Wilkes-Barre, PA 18701

518 Customer Support/Client Care

APPOINTMENT SETTER/ TELEMARKETER  
Earn \$10-\$12 per hour Guaranteed Plus \$10-\$12 per Appointment Plus Bonus. Set Appointments for Financial Advisors. Wilkes-Barre. Excellent Training. Typing/ Computer Skills Necessary.  
Contact Jean at 1-800-261-1142

548 Medical/Health

### Golden LivingCenter - Tunkhannock,

a 124-bed skilled nursing facility located in Tunkhannock, PA, has the following outstanding career opportunities available:

- ALL SHIFTS
- RN'S FULL/PART-TIME • ALL SHIFTS
- LPN'S FULL-TIME • ALL SHIFTS
- CNA'S FULL/PART-TIME • ALL SHIFTS

We offer the best salary & benefits package. Interested applicants, please email resumes to: Paula Smith Lane, DCE  
Email: [paula.smithlane@goldenliving.com](mailto:paula.smithlane@goldenliving.com)  
Or stop by and see our facility.

**Golden LivingCenter - Tunkhannock**  
30 Virginia Drive  
Tunkhannock, PA 18657  
Tel: (570) 836-5166  
Fax: (570) 836-3433

[www.goldenlivingcenters.com](http://www.goldenlivingcenters.com)  
EOE M/F/D/V Drug-free workplace

### Participate In Our Substantial Gas Card Drawing

**Golden LivingCenter - Tunkhannock**  
Join us for our CAREER FAIR Tuesday, April 29th  
Hours: 12pm - 3pm • 4pm - 7pm  
**Golden LivingCenter - Tunkhannock**  
30 Virginia Drive, Tunkhannock, PA 18657  
Refreshments and Snacks will be provided

### RN's • LPN's • CNA's

Now Hiring All Shifts Sign-on Bonus Available!  
Best pay in Wyoming County! Shift Differential Available.  
**Golden LivingCenter - Tunkhannock, the best kept secret in the area!**  
[www.goldenlivingcenters.com](http://www.goldenlivingcenters.com)  
EOE M/F/D/V Drug-free workplace

golden living centers

### RESIDENT ASSISTANTS

Full time and part time. Benefits. Apply at the The Meadows Manor 200 Lake St. Dallas, PA 18612 EOE

522 Education/Training

### EDUCATION

#### CRESTWOOD SCHOOL DISTRICT

is accepting applications for the following positions for the 2008-09 School Year. Proper Certification needed:

ELEMENTARY/ EARLY CHILDHOOD TEACHERS

ELEMENTARY/ READING SPECIALIST - Elementary and Reading Specialist Certification needed

FAMILY / CONSUMER SCIENCE SUBSTITUTE - (For beginning of school year)

Technology skills required. Salary according to professional contract. Deadline for applications is May 6, 2008.

Please send resume/ application, copy of certificate, and current Act 34, Act 151, and fingerprint clearances to Mr. Dave McLaughlin-Smith, Superintendent, Crestwood School District, 281 S. Mountain Boulevard, Mountaintop, PA 18707. EOE

### NURSE

Area educational institution seeks school nurse. Minimum degree required: R.N. Teaching experience preferred. EOE  
Send resume and cover letter by April 28th to: The Times Leader Box 10 15 N Main St Wilkes-Barre, PA 18711-0250

### PRESCHOOL TEACHER

For established program. Associate degree in ECE & experience preferred. Positions available for summer camp & Fall 2008. 570-696-3899

527 Food Services/Hospitality

BANQUET/WAITSTAFF  
Up to \$15/hour  
140 S. Wyoming Ave Kingston, PA 570-283-9675

### BLACK TIE STAFFING

KITCHEN HELP NEEDED FOR FAST PACED RESTAURANT IN DUPONT  
Positions open for: EXPERIENCED FOOD PREP DISHWASHER  
Bobby O's Restaurant (Cell)267-229-1369

548 Medical/Health

### COMMUNITY HOMEWORKER

Full time position in an awake overnight schedule. Sundays 6pm until Monday 9:30 AM. Monday & Tuesday 9:30 pm till 9:30 am following morning. Dallas area. Working with developmentally disabled individuals. Training is provided. Valid drivers license required. Starting rate is \$8.43/hour + benefits. For information or application call Impact Systems at 570-829-3671 EOE  
We are a drug free workplace

### DIETARY AIDE

Part time. Will train the right applicant. Apply in person Monday - Friday, 9am to 5pm only! Highland Manor Nursing Home, 750 Schooley Ave Exeter, PA 18643 570-655-3791 ext. 23 with any questions. EOE

### ED DIRECTOR

Local community hospital seeks an experienced RN to manage their 30,000 visit ED. Must have current PA RN license; BSN preferred; 3-5 years ER, management experience required. Expanded ED; great docs; opportunity to develop new programs! Contact: Betsy Warner Cambridge Search Bwnars@cambridge-search.net (610) 799-5500

### PERSONAL CARE AIDES

1st & 2nd shifts available. Will train. Call 570-675-5108 or apply in person MOUNTAIN SIDE MANOR Rt 309 DALLAS, PA 18612

### PERSONAL CARE AIDES

Part Time positions, 2:30pm to 11pm and 11pm to 7:30am. Excellent starting wage. Inquire within: Villaggio Senior 4252 Memorial Hwy Dallas, PA 18612

### RESIDENT ASSISTANTS

Full time and part time. Benefits. Apply at the The Meadows Manor 200 Lake St. Dallas, PA 18612 EOE

527 Food Services/Hospitality

### NOW HIRING WAITRESSES

2ND & 3RD shift. Immediate start, will train. Call Monday - Friday 9am to 4pm Call 443-7443 White Haven, Pa. A drug free workplace.

### RESTAURANT NOW HIRING

Full time & part time Servers, Grill workers, Greeters, Fountain workers & Dishwashers. Apply in person:

Friendly's 778 Kidder St. Wilkes-Barre, Friendly's Memorial Hwy., Dallas, Pa.

533 Installation/Maintenance/Repair

### AUTOMOTIVE SERVICE TECH

Full Time  
Call Keith Heffelfinger at 570-819-0730 or apply in person: Ken Pollock Nissan 229 Mundy St Wilkes-Barre, PA 18702  
[www.kenpollocknissan.com](http://www.kenpollocknissan.com)

536 IT/Software Development

### TECHNICAL SERVICE ADVISOR

Immediate opening for individual with solid mechanical/electrical skills, hands on experience in the repair of equipment or appliances. Experience with Natural & LP Gas a plus.  
Qualifications include good interpersonal skills, organizational skills and knowledge of Microsoft Word & Excel. Individual must be able to perform in a team environment. Occasional travel required. EOE

Send Resume to: HUMAN RESOURCES GARLAND COMMERCIAL INDUSTRIES 185 E. SOUTH ST. FREELAND, PA 18224

548 Medical/Health

### BANQUET/WAITSTAFF

Up to \$15/hour  
140 S. Wyoming Ave Kingston, PA 570-283-9675

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Positions open for: EXPERIENCED FOOD PREP DISHWASHER  
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