

506 Administrative/Clerical

NEW TODAY
P.T. MEDICAL OFFICE ASST
 Fast paced medical/surgical practice is seeking a person with excellent organizational and interpersonal skills coupled with strong attention to detail and clerical abilities. Prior medical office experience preferred along with knowledge of insurance, scheduling, busy phones and filing. Fax resume with cover letter in confidence to Administrator fax 570-825-2645

timesleader.com
 Make it your home page!

509 Building/Skilled Trades

CONSTRUCTION LABORERS & CARPENTER HELPERS
 Construction company seeking qualified individuals. Drivers license required, vacation/holidays, medical, dental & 401K. Application taken Monday- Friday 7am to 4pm

A PICKETT
 CONSTRUCTION
 128 W. Vaughn St.
 Kingston, Pa 18704
 570-283-2057

HANDYPERSON
 For interior & exterior job/projects around our house; light carpentry, home, landscape, pool maintenance and repairs; and painting. Must be neat/organized; a jack/jill of all trades. Full/part time, summer only or year round. Must have valid PA drivers license. Call 570-793-6294

512 Business/Strategic Management

MANAGEMENT
 Amazon.com is Growing!
 Management Careers Available NOW!
 Be part of starting up a new Fulfillment Center building in Hazleton, PA. Area & Operations Managers needed NOW.
 Meet the Hiring team in person!
 We will be at the Hilton Scranton & Conference Center
 100 Adams Ave. Scranton, PA 18503
 May 15th from 3:00 - 7:00pm
 Please bring your resume!
 For more information on our openings please visit:
 www.amazon.com/careers

518 Customer Support/Client Care

BOTTOM LINE - TIMES ARE TOUGH AND MONEY IS TIGHT!
 Want to make GREAT MONEY working part-time? If you're personable, reliable, dedicated and hard working. Then IMS has the job for you!! We have Appointment Setter Positions open in our Wilkes-Barre Office. We're looking for an elite few individuals who can represent our company in a professional manner, work hard, and produce quality appointments and get paid well to do it! Our average rep is earning \$13.89 p/h. Contact Ann Marie at 793-3206 to schedule an interview.

CUSTOMER SERVICE REPRESENTATIVES
 We are looking for experienced Customer Service Reps. Call center experience is required. Technical background is a plus. Must have computer knowledge, and possess good people skills. Competitive starting rate. Busy, pleasant office environment in the Wilkes-Barre area. Call 570-426-9106 Ask for Cynthia or Fax resume to: 570-517-5003 or email mmiller@rimservices.com

Selling an item for \$300 or less?
Sell It FREE in The Times Leader
 Call Classified 829-7130
 THE TIMES LEADER timesleader.com

SUMMER WORK \$17 BASE-APPT
 Ideal for students, flex schedule, all majors, sales/service, no experience necessary, conditions apply, all ages 17+. 570-371-6427

527 Food Services/Hospitality

BAKER
 Gerrity's Supermarkets has an immediate opening for a Baker. Early morning hours. Previous experience preferred but willing to train. Apply at: Hanover Mall, Hanover Township or www.gerritys.com

NEW TODAY
BARTENDER/COOK
 Must be willing to do both. Weekends required. Apply in person only. The Lighthouse Inn 1019 Shoemaker Ave West Wyoming

527 Food Services/Hospitality

NEW TODAY
RESTAURANT
 A great opportunity to make top dollar with a leader in the food & beverage industry. Arena Bar & Grill is now looking for great energetic people to fill all positions:
BARTENDERS
BARBACK
WAIT STAFF
HOSTESS
 Apply in person: 380 Coal St. Wilkes-Barre 570-868-7015 No phone calls please!
 or fax resume to: 570-868-7015
 No phone calls please!
 Apply in person: 380 Coal St. Wilkes-Barre 570-868-7015 No phone calls please!
 or fax resume to: 570-868-7015
 No phone calls please!

RESTAURANT HELP
 Now Hiring part/full time:
-Line Cook
-Waitstaff
-Hostess
-Dishwashers
 Flexible hours
 Apply in Person: Lake Side Skillet Pole 279 Lake Side Dr., Harveys Lake or fax resume to: 570-477-0978

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 business with classified!

533 Installation/Maintenance/Repair

HANDY PERSON
 Pine Creek Structures in Drums is looking for a handy man (or woman) with a truck and tools to do minor repairs, deliver lawn furniture and some sales (training provided). \$200/week plus delivery fee/tips. Part time (20 hours/ week) now thru June 14th. Call 570-788-2520

NEW TODAY MAINTENANCE
 Expanding frozen food manufacturing company seeking responsible, qualified individuals with mechanical and electrical experience in preventive maintenance. Must be highly motivated, self sufficient, and have own tools. This is a full time position. Salary based on experience. Familiarization with fast paced production environment suggested. Full benefits.
 Apply in person Nardone Brothers 420 New Commerce Blvd. Ashley, PA. EOE

542 Logistics/Transportation

CDL DRIVERS WANTED
 For dedicated runs. \$19/ hour & benefit pay. Paid vacation. 10 paid holidays, 401k, Must have class A CDL with 2 year tractor trailer experience. Good driving record. Verifiable past employment. Must pass USPS background check, DOT physical and drug screen. Call 1-800-321-8090 Monday thru Friday between 9am & 4pm.

548 Medical/Health

Birchwood Nursing/Rehab ACTIVITIES AIDE
 To assist in direction of programs and ensure emotional, recreational & social needs of residents are met.
 Prior experience required!
Drug/Background Check Required
 Part-Time - 8:45-5
 Fax: 877-571-1952
 J0538
 HorizonHrs.com
 Or apply in person: 395 Middle Rd Nanticoke

COMMUNITY HOMEWORKER
 Full time position. Week on Week off schedule. (Including 7 asleep overnight shifts). Working with developmentally disabled individuals in the Pittston Area. Paid Training is provided. experience is helpful. Starting salary is \$21,174.40 plus benefits, for information/ application call information or application. Call Impact Systems at 570-829-3671 EOE

NEW TODAY
Healthcare RNS PER DIEM
 to circulate in fast paced operating room in eye surgery center. OR experience preferred, but will train.
 Send resume to: The Times Leader Box 19 15 N Main St Wilkes-Barre, PA 18711-0250

timesleader.com
 Make it your home page!

PERSONAL CARE AIDES
 Part Time positions. All Shifts. Excellent starting wage. Inquire within: Village at Greenbriar 4252 Memorial Hwy Dallas, PA 18612

551 Other

College Students \$17 base/appt.
 Flex schedule, customer sales/ service, no experience necessary, conditions apply, all ages 17+. 570-371-6427

DIET COUNSELOR
 Needed part time at Physicians Weight loss Centers in Wilkes-Barre. Now looking to hire Sales/ Marketing minded people with a positive attitude and empathy for others. Must have good phone and people skills. Training provided. If you have ambition this might be the job you are looking for call 570-970-7977, hiring now.

EMPLOYMENT 50 IMMEDIATE OPENINGS
 2nd & 3rd Shift Dallas Area. Transportation Necessary
 For more information contact
spherion.
 Spherion @ 283-0433

551 Other

GENERAL BE A RIVER GUIDE!
 Friendly outdoor people needed to guide whitewater raft trips on the Lehigh River. Weekends in the Spring and Fall. Full-time available in the Summer. Experience helpful but not necessary.
 Contact Marc S. Brown 570-443-9728 OR
 Check out our website at: www.whitewaterchallengers.com

HOUSEKEEPER (LIVE IN) mature, for 2 adults PO Box 2475 Hazleton, PA 18201

LANDSCAPING
 Kallnosky Landscaping, Inc is now hiring: Irrigation and General Labor Positions. Call 570-696-4606

Selling an item for \$300 or less?
Sell It FREE in The Times Leader
 Call Classified 829-7130
 THE TIMES LEADER timesleader.com

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.

551 Other

SERVICE REP
 Lincare, leading national respiratory company seeks caring Service Rep. Service patients in their home for oxygen and equipment needs. Warm personalities, age 21+, who can lift up to 120 lbs should apply. CDL with DOT a plus or obtainable. Fringe benefits + sales commission. Extensive training provided. Mail or drop off resume to: Marc Malvizzi 395 Coal St., Wilkes-Barre, PA 18702 or email: mmalvizzi@easternpenn.com

554 Production/Operations

SHEAR, BRAKES, TURRET PUNCH OPERATORS
 Metal MFG seeks Shear, brakes, turret punch operators. 4 x 10 hour work days, paid benefits, salary TBD. Apply SMI Rear 223 W. 6th St. West Wyoming

551 Other

MaineSource
 Food & Party Warehouse
PRODUCE CLERK
 FULL TIME.
CASHIERS AND STOCKERS
 PART TIME.
SEEKING PEOPLE WHO CAN WORK FLEXIBLE HOURS INCLUDING NIGHTS & WEEKENDS
APPLY TODAY
 900 RUTTER AVE. FORTY FORTY, PA

Shopping for a new apartment? Classified lets you compare costs - without hassle or worry! Get moving with classified!

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.

551 Other

COUNTER SALES
 Eastern Penn Supply Co. has an opening for Counter Sales at our Coal St., Wilkes-Barre location. Must be self motivated & have basic computer skills. 40 hours + per week. Good pay. Fringe benefits + sales commission. Extensive training provided. Mail or drop off resume to: Marc Malvizzi 395 Coal St., Wilkes-Barre, PA 18702 or email: mmalvizzi@easternpenn.com

INSURANCE AGENT
 Insurance Agency in Kingston looking for enthusiastic team member. Experience in sales and marketing desired. Prior insurance office experience is a plus. Need excellent communication and organizational skills. Competitive salary with bonuses. Full and Part time positions available.
 Email Resume to: Leon.Fitch.MH4H@Statefarm.com Or Fax Resume To: 570-821-7535

551 Other

581 Employment Wanted

PERSONAL CHEF
 Too busy to Cook? Call a la Kate Full Service 570-239-0007

600 FINANCIAL

610 Business Opportunities
DAYCARE CENTER
 40 child capacity, Turn Key Operation, All offers considered. 570-709-7575

RFSCASH.COM
 Flexible Hours 100% Proven Unlimited Income Success Partner

542 Logistics/Transportation

DRIVERS/LOCAL
 -300 Mile Radius of Hazleton -100% No Touch-Mostly Drop and Hook -Class A CDL with One Year OTR Experience Required -Medical Benefit Package After 45 Days -Company Paid Life Insurance -Safety, Recruiting and Longevity Bonus - Paid Vacation & Holidays -401K After Six Months -\$.40 per mile
 Call Dave @ 866-460-8464 Website application http://www.gomartini.com

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

551 Other

551 Other

566 Sales/Retail/Business Development

EDUCATION

MISERICORDIA UNIVERSITY Admissions Counselor
 Misericordia University is accepting applications for an energetic individual to serve as a member of the admissions staff. This full-time, 12 month position requires demonstrated skills in sales along with the ability to work independently on undergraduate student recruitment. Strong oral & written communication skills & computer proficiency of various software packages to include word & spreadsheet programs is essential. Responsibilities include: extensive travel representing the university at day/evening programs, college fairs and correspondence with prospective students. The territory for this position is the state of New Jersey. Candidates must possess a bachelor's degree. One to two years experience in student recruitment and enrollment management database programs is preferred. A flexible schedule to include evening & weekend hours is essential. Qualified candidates must possess a valid PA driver's license. Some travel is required.

Assistant Director of Admissions
 Misericordia University is accepting applications for the new position of Assistant Director of Admissions. This Assistant Director will be responsible for assisting the Director of Admissions in applicant and scholarship review for admissions and will supervise the counseling staff and assist in significant admissions office processes including the planning of recruitment and travel initiatives, and working with the university's marketing team on publications and other marketing initiatives. Other responsibilities include recruiting full time freshmen in a five-county PA territory, participating in college/university fairs, coordinates campus visits for prospective students, and training new admissions counselors. Qualified candidates must possess a bachelor's degree (master's degree is preferred) along with a minimum five years progressive admissions or related experience and/or training; or equivalent combination of education and experience. The qualified candidate will possess excellent leadership skills, be able to work independently, handle multiple tasks and possess strong oral and written communication skills. Knowledge of database, internet, spreadsheet, and word processing software in a Windows environment is required and experience with enrollment management database systems is preferred. A valid, current PA Driver's License is needed along with the ability to travel and work some evenings and weekends.

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503 Accounting/Finance

CONTROLLER
 Multi-plant Manufacturing Company/Market Leader is looking for a Controller to manage local plant facility in Northeast PA. Candidate to have a minimum of seven (7) years accounting experience. Qualified individual to have strong knowledge of GAAP, standard cost accounting, inventory systems, budgeting and forecasting. Proven ability to provide leadership and strong communication skills.
 Company offers competitive compensation and excellent benefit package including; 401(k), medical, dental, vision, life, disability insurance, paid holidays & vacation.
 Qualified candidates may forward a cover letter/resume with salary requirements to:
The Times Leader
 Box 20
 15 N Main St
 Wilkes-Barre, PA
 18711-0250

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A GREAT EXPERIENCE! ONLY 20 MINUTES AWAY!

0% Financing On Select New Vehicles

4.9% Financing On Select Used Vehicles

GATEWAY PRE-OWNED - EVERYDAY VALUES

2006 FORD ESCAPE 4 Cyl, 4x4, Auto, One Owner, Blue ONLY \$11,995	2007 FORD FOCUS 2x4, 4 Door Alloy ONLY \$13,995	2005 FORD LEATHER Leather, One Owner, Red ONLY \$13,995	2001 LINCOLN LS Leather, 51,000 Miles, Gold ONLY \$10,995	2007 FORD FREESTYLE SEL 7 Passenger, Reverse Sensor, Red ONLY \$18,995
2005 DODGE DAKOTA 4x4 EXT CAB 35K, V6, Auto, Dark Cherry ONLY \$13,995	2007 FORD TAURUS SEL V6, Great MPG's, Silver ONLY \$13,995	2006 FORD MUSTANG CONVERTIBLE Leather, Auto ONLY \$18,995	2005 MERCURY MOUNTAINEER PREMIER Moonroof, 28,000 Miles, Tan ONLY \$16,995	2005 JEEP LIBERTY 6 Cyl, 4x4, Auto, White ONLY \$12,995

GATEWAY FORD & MERCURY
 836-3135 Conveniently Located On Route 6 In Tunkhannock www.GatewayFordMercury.com 945-3460