

503 Accounting/Finance

COUNSELING & SOCIAL SERVICE JOBS!

Companies are aggressively seeking people with all levels of experience for jobs in hundreds of occupations.

These employers, will never know who you are, what skills, you have, and your desire to work for one of these companies, until you let them know who you are.

WE CAN HELP! INTERVIEW NOW BY PHONE OR WEB FREE! Call Today, Sunday or any day!! Use Job Code #13

1-866-781-5627 or **timesleader.com** No Resume Needed! Our system creates one for you - FREE!

This FREE service is available 24 hours a day 7 days a week and is presented by **The Times Leader**. Don't Wait, Do it today!

The Manor at St. Luke 104 Bed Facility

BUSINESS OFFICE MANAGER year experience LTC *Experience in bookkeeping and/or accounts payable *Interpersonal, communication & organizational skills

If you're results driven, apply to: **www.consulatemtgcareers.com**

Or stop by **Laurence Newell, Admin** 100 Stacie Drive Hazleton, PA 18201 570-453-5100 EOE/SF/DF



506 Administrative/Clerical

LEASING AGENT

Green Acres Homes, Kingston PA looking for a motivated, organized, and friendly individual to handle administrative duties and leasing, and organizing community events. Must have strong interpersonal and organizational skills. Must have computer background in MS Office. Office hours are Monday through Friday 9-6p, and alternate Saturdays from 10-2p. Benefits included. Immediate Opening. Fax resume 201-343-4521 or email skhosla@sdkapartments.com For company information, please visit **www.sdkapartments.com**

OFFICE ADMINISTRATOR

30 hours per week with a local non-profit organization. Requirements include good communication skills, computer skills, general office duties. Please send resume to: PO Box 2208 Wilkes-Barre, PA 18703-2208

SECRETARY

Candidate needed for full time secretarial position. Responsibilities will include preparing agendas & minutes, establishing & maintaining company documents & files & correspondence with clients, business professionals and government representatives. Knowledge of various computer software programs and office equipment is essential. Excellent typing, oral and written skills are necessary. Experience in performing complex and responsible stenographic and clerical duties is required. EOE. Send resume to and salary requirements to: Secretary PO Box 5037 Avoca, PA 18641

507 Banking/Real Estate/Mortgage Professionals

BANKING JOBS!

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Choose from one of the following positions to enter your information.

Teller Personal Banker / Financial Rep Payment Processor & Data Entry Branch Manager Loan Office & Mortgage Banker Loan Processor Loan Closer / Funder

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509 Building/Construction/Skilled Trades

CARPENTER

Experienced only. Tools & transportation a must. Electrical knowledge a plus. Call 570-779-9925 or 570-417-3110

LINEUP 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!

SKILLED TRADE JOBS!

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Choose from one of the following positions to enter your information.

Building General #51 Building Professional #40 Construction #47 Manufacturing #41

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518 Customer Support/Client Care

CUSTOMER SERVICE JOBS!

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WE CAN HELP! INTERVIEW NOW BY PHONE OR WEB FREE! Call Today, Sunday or any day!! Use Job Code #14

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Choose from one of the following positions to enter your information.

Customer Service Representative Help Desk Representative

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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 special.

SUMMER WORK '08 HS Grads & College Students \$17 Base Flex schedule, no experience necessary, all majors, sales/service, conditions apply, all ages 17+. 570-371-6427

521 Editorial/Writing

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 St. Wilkes-Barre, PA 18711 Email: dburnett@timesleader.com

518 Customer Support/Client Care

MORTGAGE UNDERWRITER

Locally based independent bank is seeking a Mortgage Underwriter to join existing staff at our Wilkes-Barre office. Minimum 2 years secondary market underwriting experience desired or extensive mortgage processing experience. Knowledge of FHA, PHFA and VA a plus. This full time position offers a competitive wage and full benefits package.

To apply, please call: **HNB Mortgage**, a division of The Honesdale National Bank at 1-800-426-4884 or email us at **mswingle@hnbank.com**

EOE M/F/D/V

522 Education/Training

DISTRICT SUPERINTENDENT

Permanent, full-time, 12-month position, available immediately; enrollment approximately 800 students, grades K-12 on one campus setting. Approximately \$10.5 million budget.

Requirements: PA Superintendent letter of eligibility, central office experience, visionary community - minded leader who is an excellent communicator, strengths in curriculum planning, negotiations, staff selection and development, knowledge of current educational issues, education laws, federal and state mandates, effective and efficient use of technology, curriculum integration, budgeting, and experience in developing and designing strategic plans for effective district operations. Salary negotiable and competitive based on training and experience. Send letter of interest, resume, transcripts, copy of letter of eligibility, five current letters of references (within last two years), clearances, and credential file in confidence to:

Mr. John Toft, School Board President **Weatherly Area School District** 602 Sixth St. Weatherly, PA 18255 Fax: 570-427-8918 DEADLINE: Postmark July 18, 2008. EOE

YOU HAVE TALENT. THEY NEED TALENT. ANYONE ELSE SHELL PAY DIRT!

EDUCATION JOBS!

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Choose from one of the following positions to enter your information.

Teacher Independent School Teacher Principal and Assistant Principal District / School Level Administrator Counselor & School Psychologist Librarian or Clerk Paraprofessional Substitute Corporate Trainer

Call Today, Sunday, or any day!!! **1-866-781-5627** or log on to **timesleader.com**

518 Customer Support/Client Care

BARTENDER SERVER BAR MANAGER

CONNOR'S GRILL ROOM DALLAS Old Forge Pizza Express COUNTER HELP Inside Gerrity's Luzerne Weekday mornings. Weekends a must. \$8. per hour. Retirees Welcome Call Pete 570-241-3342

522 Education/Training

The Greater Nanticoke Area School District

Permanent, full-time, 12-month position, available immediately; enrollment approximately 800 students, grades K-12 on one campus setting. Approximately \$10.5 million budget.

Requirements: PA Superintendent letter of eligibility, central office experience, visionary community - minded leader who is an excellent communicator, strengths in curriculum planning, negotiations, staff selection and development, knowledge of current educational issues, education laws, federal and state mandates, effective and efficient use of technology, curriculum integration, budgeting, and experience in developing and designing strategic plans for effective district operations. Salary negotiable and competitive based on training and experience. Send letter of interest, resume, transcripts, copy of letter of eligibility, five current letters of references (within last two years), clearances, and credential file in confidence to:

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527 Food Services/Hospitality

EAGLE ROCK RESTAURANT MANAGER

Eagle Rock Golf and Ski Resort is located in Hazleton, Pennsylvania. It is a four-season resort nestled on 4200 acres in the Blue Mountains, the resort features a Champions Golf course, Ski Slopes and an Equestrian Center. There is a 46 room Lodge, with Spa & Fitness Center.

We are currently seeking an experienced Restaurant Manager for our fine dining establishment the Clubhouse Restaurant. You will have overall front of the house responsibility including ala carte, banquets, and ski operations. Must have a minimum of three years management experience in a fine dining establishment along with strong supervisory skills, scheduling, and customer service. Join a great team! We offer excellent benefits including medical, dental, matching 401(k), ESOP and resort privileges. Visit our website: **www.dresorts.com**

GREAT JOBS AND GREAT BENEFITS. AND NOW THE EMPLOYEES TO APPRECIATE IT.

Ruth's Chris Steak House is Opening @ Mohegan Sun We are looking for dedicated individuals for the following positions: **-COOKS -DISHWASHERS -BUSSERS** Great starting salary & benefits package. Please call 570-674-8735 to arrange for an interview.

533 Installation/Maintenance/Repair

GROUNDSPERSON

Part Time, year round for general grounds work at apartment community. Sweeping, weeding, trimming, etc. Approximately 20 hours per week. Apply in person at: East Mountain Apartments 680 Wildflower Dr. Wilkes-Barre, PA No Phone Calls Please.

518 Customer Support/Client Care

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533 Installation/Maintenance/Repair

INDUSTRIAL MACHINIST MECHANIC

Bridon American, a market leader in manufacturing of steel wire rope, has openings for full time Machinist/Mechanics at our Exeter and Ashley locations. Candidates must be able to operate conventional Lathe, Milling Machine, Surface Grinder, Drill Press, etc. Certification in Machine Trades is required. Current openings include 3pm - 11pm shift at our Exeter location and 4 shift/12 hour rotating shift at our Ashley location.

The company offers a competitive starting wage, bonus program, comprehensive benefits package and an excellent health insurance plan.

If interested, please send a resume to, or complete an application at:

Bridon American 101 Stevens Lane Exeter, PA 18643 EOE M/F/D/V. Affirmative Action Employer

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548 Medical/Health 548 Medical/Health

LICENSED DOCTORAL-LEVEL PSYCHOLOGIST

Children's Behavioral Health Services, Inc. provides quality mental health services to children in Northeastern Pennsylvania. The full-time position duties will include: *Psychological Evaluations and Reports *Behavioral Specialist Consultant *Mobile Therapist *Internship Supervisor Salary is negotiable depending upon experience. Excellent Benefits! To apply for the position: Please e-mail your vita with a cover letter and three letters of professional/academic recommendation to: **shurd@cbsinc.com** Or send/fax to: Children's Behavioral Health Services, Inc Attn: Susan Hurd 104 Woodward Hill Road Edwardsville, PA 18704 Fax: (570)-714-7231

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

NUCLEAR MEDICINE SUPERVISOR

Corning Hospital, Corning, NY is seeking a Nuclear Medicine Supervisor. This position is responsible for organizing supervising and monitoring all departmental procedures and equipment. Is responsible for assuring compliance with federal and state regulations, JCAHO standards and all other standards determined to the hospital to be desirable. Must be a graduate of an American Medical Association approved school. Must be registered and licensed Radiologic or Nuclear Medicine Technologist meeting the requirements of ARRT and NYS. Three years experience as a Nuclear Medicine Technologist. Certification in Nuclear Medicine will be mandatory effective Jan. 1, 2009 for NYS. All candidates must be able to meet this requirement. Excellent pay and benefit package available. For more information about this exciting career opportunity please contact:

For additional information please contact: Human Resources Guthrie Healthcare System EOE Sayre, PA 18840 Holly Kline 570-882-5452 email: **kline_holly@guthrie.org**

Greater Hazleton Health Alliance Our work is healthcare.

Physician Office Practice Manager

The Greater Hazleton Health Alliance is actively seeking a full time Practice Manager to manage our Physician Offices. The ideal candidate will be responsible for maintaining the day-to-day operation of the office, demonstrate strong leadership qualities and have prior practice management experience. This individual will possess excellent oral and written communication skills, interpersonal and conflict management skills, have the ability to lead, motivate and direct staff members and be customer-focused. Knowledge of physician office billing and insurance required. A minimum of three years office management experience in a physician practice setting is required and a Bachelor's Degree in Business or Health Care Administration is preferred. An attractive benefits package complements our competitive salary for this position.

Interested applicants can e-mail their resume in confidence to: **Madge Buchter, Practice Administrator, at mbuchter@ghha.org** Employment Applications are available for download from our web site at **www.ghha.org**

VA Medical Center Wilkes-Barre, PA Champions Caring for Veterans

PHARMACISTS

DISCOVER AN EXCEPTIONAL OPPORTUNITY TO DELIVER QUALITY HEALTHCARE TO AMERICA'S VETERANS

The VA Medical Center, Wilkes-Barre, PA is currently recruiting for full-time Licensed Staff Pharmacists. The successful candidate(s) must be a citizen of the United States and must possess a full, current and unrestricted license to practice pharmacy. Salary is commensurate with credentials and experience. 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.

- Benefits include:
- Multiple health care plans
 - Retirement and tax deferred investment plan with matching contributions
 - 10 paid Federal holidays
 - 13 vacation days per year
 - 4-hours sick leave per pay period
 - Free parking
 - Prior military service may be creditable toward retirement
- Knowledge, Skills, and Abilities.** Pharmacists at this grade level must demonstrate the following knowledge, skills, and abilities (KSAs):
1. Ability to read, interpret, and apply complex written instructions;
 2. Knowledge of professional pharmacy practice;
 3. Ability to communicate orally and in writing;
 4. Basic knowledge of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics;
 5. Basic computer skills;
 6. Ability to analyze drug related medical problems;
 7. Skill in preparing sterile products; and
 8. Knowledge of standards related to distribution and control of scheduled and non-scheduled drugs (including research and investigational drugs.)
- This includes, but is not limited to, those established by the Drug Enforcement Administration (DEA), Food and Drug Administration (FDA), Department of Veterans Affairs (VA), the State, (Territory or District of Columbia, if appropriate), and the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

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** or by calling Human Resources at (570) 824-3521 Ext. 7209 or 4268.

Please submit a narrative addressing the KSAs listed above, and a copy of your pharmacy license, along with application forms mentioned above to: VA Medical Center, Human Resources/05, 1111 East End Boulevard, Wilkes-Barre, PA 18711.

We are also accepting applications for Clinical Pharmacists for future openings (PharmD preferred). Applications must be received in Human Resources by July 18, 2008.

EQUAL OPPORTUNITY EMPLOYER