

548 Medical/Health

548 Medical/Health

451

Trucks/

SUVs/Vans

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EMPLOYMENT

ACCOUNTS RECEIVABLE/

ACCOUNTS PAYABLE

ASSISTANT

Local manufacturer in need of Accounts Receivable/Accounts

Payable Assistant responsible for

responsible for applying accounts receivable, assist with accounts payable, & perform

several analytical & administrative functions. Must possess

Word, and AS400 skills. A comprehen-

sive benefit pack-age which includes medical, dental, life,

Interested candidates reply to:

American Silk 75 Stark Street

506 Administrative

MEDICAL SCHEDULING/

RECEPTION

Full time day shift Medical Schedul-

ing/Reception posi-tion. Computer skills, ability to multitask, and a pleasant phone voice required. Education

in medical office/ related field helpful, experience pre-ferred. \$10.50 per hour to start, bene-

fits available. E-mail resume to

pjresume1@ hotmail.com.

CARPENTER & PAINTER

Part time. Local work. Carpenter

with 10 years experience in commer-

cial work. May lead

566 Sales/Business

Development

Building/

Construction/

Skilled Trades

Clerical

401K available.

Microsoft

Accounting

SERVICE

DIRECTORY

10 transmis Asking \$15,000

REGISTERED DIETITIAN

Kingston Commons, a Long Term Care Facility located in Kingston, PA, is looking for a Registered Dietician. Candidates for this full-time position must possess a Bachelor's degree in Food & Nutrition, have clinical experience in healthcare setting, have a current PA licensure and registration with ADA.

Apply In Person: **Kingston Commons** 615 Wyoming Ave. • Kingston, PA 18704 or email resume to: scharney@ageofpa.com

Installation/ Repair

Installation/

MAINTENANCE DIRECTOR

Long term care experience preferred. Must be familiar with the

Pennsylvania Department Of Health/ Life Safety Regulations. Excellent organizational skills and

computer skills are required. Apply In Person:

Kingston Commons 615 Wyoming Ave. • Kingston, PA 18704

Production/

Production/

PRODUCTION

for FULL TIME work with great BENEFITS? **MACHINE OPERATORS** needed for

busy plastic manufacturing plant. \$9.00/hr. to start. 60-90 day evaluation with \$ increase \$ based on YOUR

performance, attendance etc. 12 hour shifts on alternating 3 & 4 day work weeks. Every other weekend a must.

Previous mfg. experience preferred. Some heavy lifting. Promotion from within opportunities. Benefit Pkg. includes: Medical,

Dental, Vision, Life Ins., Vacation, Holiday pay PLUS Applicants may apply between: 8 a.m. - 4:30 p.m. Mon - Fri. AEP INDUSTRIES, INC.

20 Elmwood Avenue Mountaintop, PA 18707 EOE We are a drug free workpla



Keystone Automotive Operations, Inc. is the nation's largest aftermarket auto parts distributor. We currently have the following openings in our Exeter, PA location:

SHIPPING/RECEIVING DEPARTMENT-Part Time with potential for Full on Second Shift (Sunday-Thursday)

We are seeking energetic individuals with distribution experience and a great work ethic for 2ND shift. We offer a competitive starting wage with potential for rapid increase based on performance

Interested individuals should apply in person at: Keystone Automotive Operations, Inc. 100 Slocum Ave., Exeter, PA 18643 570-655-4514 Fax: (570) 655-8115 E.O.E. M/F/D/V

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

to full time employ-ment. Painter with 10 years experience and also may lead to full time work. Call 570-675-5873

Representatives

NEPA's largest circulated print publication is looking for an experienced Sales Representatives to work in Hazleton/Luzerne County and Honesdale and Lackawanna County.

Qualified individual will have at least two years outside business to business sales experience, will call on existing customers as well as securing new business. A sales assistant will assist in securing confirmed appointments but COLD CALLING IS REQUIRED! Position is \$1,000.00 per month salary plus 20% commission. Benefits include health insurance, fitness membership & paid vacation.

Please submit your resume to



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Customer **Support/Client Care** 518 Custome **Support/Client Care**

Customer Service Representative

Hazleton area manufacturer is seeking a full time Customer Service Representative. Responsibilities include handling inbound calls from designated customers to initiate new orders and/or making changes to existing orders. Communicate customer requests to various levels of manage ment and manufacturing personnel. Review cusomer orders received through an internet based system and prepare any necessary modifications The successful candidate will have excellent problem solving skills, be able to work under pressure, be organized, dependable, and be empahetic to customers' needs. Must also have the ability to multitask and communicate customer concerns to all levels of the organization. Appli cant must have at least 5 years experience in cus tomer service, preferably in the manufacturing atmosphere. The company offers a competitive wage/benefits package including medical, dental vision, 401k, life insurance, and gain sharing Qualified applicants should apply by mailing

Freedom Corrugated, LLC **Attention: Human Resources** 595 Oak Ridge Road Hazleton, PA 18202

542 Logistics/ **Transportation** 542 Logistics/ **Transportation**

Dedicated Account Drivers \$62K Annually Affordable Medical Plan options with

Eligibility First Day of Employment. Co-Driver Positions Home Weekly and Every Weekend **Automotive Industry Gouldsboro PA**

(Scranton Metro) TeamOne a National Logistics Organization is currently recruiting for dedicated account Team Drivers for their new facility that will begin open ation in mid June 2011. These fully benefited posiions are well compensated. The route drivers wil be delivering auto parts to dealerships throughou the Eastern portion of the US. Qualified candidates should be 23 years of age and possess a valid CDL A drivers licenses with a minimum of two years OTR verifiable experience. Candidates must possess an acceptable BI and MVR. Drivers nust possess doubles and Haz Mat endors TeamOne offer a competitive salary and afford able benefits inclosing choice of medical plans dental, vision, 401K, etc. Interested candidates an call 866-851-9902 to set up an interview

TeamOne is an equal opportunity Employer M/F/H/V

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