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Honored on Secretary's Day Hope Beisel is truly dedicated to her job

By CHARLOT M. DENMON taff Correspondent

Hope Beisel has been a secretary t Offset Paperback Manufacturers, inc. for the past 12 years and has oved every minute of it.

'It's a wonderful place to work," said Hope. "The executives, department heads and co-workers are all so considerate and treat everyone so well. I look forward to going to work each day.

A resident of Shavertown, Hope is married to Kenneth Beisel, employee of Back Mountain Lumber and Coal. They have a son, Gary; daughter, Kathie Roman, and four grandchildren

Hope is secretary to Thomas Marvel, president of Offset Paperback Mfg. Inc., but when the comany was not as large as it is now, n addition to being secretary to the resident, she also served as secreary to Ian Richardson, executive vice-president, and to Tony Kleinhans, vice president of finance.

When she first started with the company, it was in the shipping ffice, then to the accounting department and, from there, she moved to the position as secretary the president

Joan Kingsbury Around town 675-0835

People

LAST WEEKEND, over 1,100 area residents enjoyed the 96th annual Cynonfardd Eisteddfod held at Dr. Edwards Memorial Congregational Church in Edwardsville. The Eisteddfod, a musical and recitative competition, is the oldest continuing eisteddfod held in North America. Back Mountain

folks made a fine showing. Those placing in the competition were Tara Oatridge, Rebecca Roskos, Laura Dover, Todd. Lvnn Karen O'Connell,

KINGSBURY Ste phanie Pellam, Frank Suponic, Debbie Davenport, Note-Ables from Dallas Jr. High Schook, Dallas Senior High School Chansonaires, Susan Lauer and Walter Mohr. Congratulations!

A SPECIAL THANK YOU to Sue and Joe Hand and their daughter Heather for the lovely reception they held for winners of the Rossetti Memorial Juried Art Show. Held annually in memory of Suzanne Maria Rossetti by her family, the contest includes artists from grades 7 through 12. The pictures are on display through May 10 at the College Misericordia Art Gallery. (I have a very special interest in this particular contest since my daughter Nicole won an honorable mention in the show. (If I sound like I'm a proud mother it's because I am.) -0.

FRED FIELDING, a former Jackson Township Supervisor, passed away this week. Fred was a well-known fellow, having operated a store in the township for a number of years. Fred had a great interest in the township and its activities. To his wife, Gert, children Joan and William, most sincere sympathy.

-0. BELIEVE ME, when you spend every morning with pre-schoolers, there is never a dull moment. This week, students at Trinity Nursery School enjoyed a visit from Mrs. Marilyn Rudolph, Back Mountain Memorial Library, children's librarian.

eyes of Hope Beisel, who learned long ago that organization begets efficiency and efficiency gets Any mother familiar with Mrs. Rudolph knows that there is no one better to introduce your child to the Were Hope and the other secre library. In her usual marvelous way, Mrs. Rudolph discussed visittaries honored on Secretary's Day. Wednesday, April 24? The answer ing the library, how to take out there are 43 girls in the office. All of books, then we enjoyed some stoon the alphabet one on the ries, on coming of spring and one on telling time During the story time we found out that Mary Beth Gainard, a member of the four-year-old class is quite a good reader as she could read book titles, sentences, etc. lunch sometime during this week. Then, while discussing how to tell time and what time we went to bed, Kevin Shak told us that he goes to bed at ''38'



Cubs honored

Dallas Post/Ed Campbe

Members of Cub Scout Pack 281 of Dallas were recently honored with the presentation of the Religious Award. Shown here during the presentation are, from left, first row, Chris Brown, David Seidel, David Podehl, David Holdredge, and Kevin Loeffler. Second row, Mrs. Judy Loeffler, and Rev. Lynn Rothrock. Absent at the time of the photo was Andy Flint.

Scouts receive religious awards

Chris Brown, Andy Flint, David Holdredge, Kevin Loeffler, David Podehl and-David Seidel received their "God and Country" awards Sunday at St. Paul's Lutheran Church, Shavertown. Rev. Lynn Rothrock was religious advisor and Mrs. Judy Loeffler their religious counselor.

The past several months the boys were involved with making a family tree, adopting a grandparent, a

Christmas banner was made and presented to Rev. Rothrock. Much Bible work was done and the boys acted out their favorite stories at a "Family Night" program at St. Paul's Sunday evening. A solo was sung beautifully by Chris Brown and all

the boys sang "We are the world."

Everyone had a pleasant evening, much to the effort of Mrs. Judy Loeffler and Rev. Rothrock.



Boards distributed

Buck Boards were distributed recently throughout the Back Mountain by Falcone Beverage Company for the American Cancer Society. Local businesses and restaurants display the boards and participants Buck Cancer with a Buck by contributing money and signing their names. A special plaque will be awarded to the establishment collecting the most dollars. Shown above, from left, are, Chuck Falcone, Leonard Falcone, Tom Pickett, Pickett's Charge Restaurant.

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Prior to moving to Offset, Hope was office manager at Back Mountain Lumber & Coal Company for 10 *y*ears

When asked what her duties as secretary to the president were, Hope paused for a while.

never thought about it," she said. "You might say I make certain that the office runs smoothly, that schedules are adhered to;] make appointments, take care of correspondence, make travel arrangements. With a company as large as ours, a lot of traveling is involved. I am also word-processing supervisor and I'm similar to an office manager.

Hope said the company has a very well-equipped office with the best of equipment and that the more the company grows ,the more interesting it becomes. She trains all other secretaries coming into the office. The normal work week is 9 a.m. to 5 p.m., five days a week, but most of the secretaries always stay longer to finish last minute reports or other material needed by the executives.

Hope said her original secretarial background was with Westinghouse Electric, where she received excellent training. Her employer was a perfectionist and he taught her the right way to do everything.

She studied business at Meyers High School, but believes experience is the best training. She has attended seminars and courses at

Hope enjoys her work so much that she usually arrives at the office early and stays late. She has seen many changes in the company such as from manual typewriters to electric typewriters to word processing. The company has sent Hope to



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the girls receive flowers and although they do not all go out at the same time (that's impossible in such a large company), the executives take their secretaries out for lunch. In other areas, managers and supervisors take their girls for

school three different times to learn

She marvels at the improvements

made possible by the new equip-

ment and thoroughly enjoys word

"Every letter, every bulletin we

send out looks so professional, it's

Is Hope appreciated? "We all

are," she says. Like others in the

company, the secretaries have four weeks vacation, their birthday off.

paid holidays, paid personal days and other benefits.

Attractive, soft-spoken and excep

tionally friendly, Hopes possesses

efficiency and supervision that are

underestimated by those who do not

know her. The smooth-running

office, the ease with which every

thing seems to be achieved is due to

the supervision, alert and watchful

the various processes.

wonderful," said Hope.

processing.

results.

Thomas Marvel, president of Offset Mfgrs., Inc. and Hope immediate supervisor, said that he has been with the company for 11 years and during that time, Hope has been his administrative assist ant and secretary.

"Hope is a loyal and dedicated person and is always available to de more than she is expected to do. In 1984, she was the recipient of Offset Mfrs. 'Employee of the Year award." said Marvel.

Marvel explained that Hope is one of the senior employees of the company and has kept very much abreast of the times, always ready to accept new responsibilities. "She instructs the other personne

in word-processing equipment and our other updated processes. We are a very close-knit family at Offset Paperback Mfrs., and much of this is due to Hope and her dedication to the company.

Marvel also confirmed the fact that the executives and other department heads honor their office personnel with flowers and specia luncheons during Secretary's Week. only one of the recognitions the company gives their employees.

These facts were surprising enough, but Carl Sgarlet came up with a most interesting theory. Carl is convinced that since the librarian has a last name like Rudolph, she definitely must work for Santa Claus

All that and we enjoyed a film about Winnie The Pooh and Tigger, Too. Gee, I just love special programs; they really are so informative.

CONGRATULATIONS TO DELEUR MASONRY "Back to Basics". The 1984 Dealer of the Year Award for tripling sales from Harman Stove and Welding Company was awarded to Leonard DeLeur, owner of Back to Basics which is located on Memorial Highway in Dallas.

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HARRY AND SALLY DAVEN-PORT, Eleanor St., Shavertown, have returned from a weekend of festivities in New York City where Harry was a recipient of the Golden Oval award for excellence in sales achievements by his employer American Cyanide.





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