

COLLECTION REPRESENTATIVE

We are in need of an addition to staff in our Collection Dept. Job requirements & skills needed should include:

- Resolve/collect all skipped invoices & unapplied payments
- Determine reasons for slow payments & initiate corrective action
- Develop knowledge of paying habits, disputes & special characteristics of the assigned account
- Develop & maintain effective communication with other departments & customers
- Work closely with Supervisor to ensure accounts are correctly billed

Applicant should possess 2 years collection exp., knowledge of basic accounting & financial practices, good verbal/written communication skills, strong organizational skills and follow-up, ability to interact well with people and work under pressure. Computer literacy to include Word and Excel.

We offer an excellent benefit package along with a salary commensurate with experience. If you meet these qualifications, please mail, fax or e-mail your resume including salary requirements to:

THE LESLIE FAY COMPANY, INC.
 One Passan Drive, Laffin, PA 18702
 Attention: Human Resources Manager
 FAX: 570-883-7193
 E-mail: npearson@lesfay.com

Statewide Classifieds 282

POSTAL jobs \$48,323. yr. Now Hiring. No exp. - paid training - great benefits. Call for lists, 7 days (800) 429-3660 ext J300

SAWMILL \$3795. New su lumbermate 2000. Larger pacities, more options. Ma factor of sawmills, edged skidders. Norwood Sager 252 Sonwil Drive, Buaffalo, 14225. 1-800-578-1363

STEEL BUILDINGS Sale 5,000+ sizes 40x60x14; \$10,674; 50x75x14; \$13,916; 50x100x16; \$18,031; 60x100x16; 19,706; Mini storage bldgs, 40x160, 32 units, \$17,228. Free brochures. www.sentinelbuildings.com Sentinel Buildings, 800-327-0790, ext 79

TEACHERS JOB FAIR SPRING OF 2001 Dynamic, Dedicated, Diverse. Discover the attraction of Osceola school district. April 16, 2001 8:30 am, Kissimmee Middle School, 2410 Dyer Blvd Kissimmee FL 34741. http://www.osceola.k12fl.us MUST REGISTER TO ATTEND FREE ADMISSION. 407-870-4800. Opportunities include Elementary Education, Language Arts, Math, Science, Exceptional student & other Special Areas.

THE AFFORDABLE 2x2 NETWORK. A small space display ad network of 87 community newspapers. The perfect way to blanket Pennsylvania or target a region at an affordable price. Call today for info 717-703-3020

ESCAPE TO HOLDEN BEACH, N.C. Area's largest selection of vacation rentals. Spring discounts. Free brochure. Sales too! 1-800-720-2200. ALAN HOLDEN VACATIONS. 1-800-720-2200. www.holdenbeach.com

POSITIONS WANTED 290

CLEANING JOBS During school hours 9-3. Call 283-0726

PETS 320

ALASKAN/HUSKIES 1st shot & working. \$150. Call 925-6989 im.

AMERICAN ESKIMO 3 months old. Female. \$300 Call 824-1180 aft, 5 pm.

BOXYER - AKC PUPPY Male. Ready to go. 1st shots & dewormed. Call 836-3914

BULLDOG PUPPIES AKC. Top Blood Lines. Vet checked. 570-864-3350

FERRET Very playful. Inholds large cage. \$200. Call 614-5349 or 474-2799 Iv. mess.

KITTENS Free to Good home. 2 Gray 735-7103

MINIATURE COLLIE 1/2 GERMAN SHEPHERD 1/2 BLACK LAB Asking \$50. Call 735-0999

SHIH TZU PUPPIES: AKC Reg. 6 weeks old. 3 males. Beautiful markings. Shots. Wormed. \$400 each. Call 457-8895, after 4 PM.

SIBERIAN HUSKY PUPPIES AKC Reg. ready now. Wormed, 1st shots. \$300 to \$350. 570-443-9975

Business Opportunities 350

ATTENTION BUYERS Beer Distributor - Burnmore Used Car Sales - Luzerne Liquor License - W-B Taverns - Luz. Cty. Furniture Store - W-B Restaurant - Hazleton J.C. BUSINESS BROKERS 570-287-2391 24 hrs.

DON'T MISS THIS OPPORTUNITY to make unlimited income and enjoy unlimited growth, not only today, but in the future as well. Will consider many types of businesses and individuals. Don't miss out on wealth. www.georgekohrhaasoc.com

Looking for a core group of ambitious people to partner with some of the largest companies in the world. We are an innovative provider of communications, technology products and service. This is a ground floor opportunity for serious and motivated entrepreneurs. Call 1-888-769-9398

POOLS: HOME-OWNERS WANTED Kayak Pools looking for demo homesites to display new main. free Kayak Pools. Save thousands of \$\$ Unique oppy! 100% financing avail. 1-800-510-5624

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RETAIL LIQUOR LICENSE Plains Twp. Price neg. Call 208-0710

Antiques & Collectibles 410

ART WORK Original is \$5000. 3 Lithos at \$2000 each. Florida Style 403-3061

Furniture & Accessories 445

BEDROOM SET Designer set by John Widcomb. King, swing bed, chifferoir lg. dresser, 2 night stands. Exc. condition. \$1500. Call 824-4197

QUEEN SIZE BED Cherry wood, (4) pencil posts, post 80" high, Hardon Furniture Co. over \$2000 Asking \$475 Call 333-4199

Machinery & Equipment 475

SNOWBLOWER Wheel horse Tractor, 12 hp, excellent cond. incl. 24" snow blower, with wheel weights & chains. Complete enclosure for the operator. Enclosure has headlights, and back up lights. 37" grass cutter with 2 bins for grass clippings. \$3,000 823-7386

Medical Equipment 477

STAIR LIFT 3 yrs old. Moving. Cost \$2400 sell for \$900. 822-5606

Miscellaneous 480

ATTENTION HOMEOWNERS. We need homes to model our vinyl windows, vinyl siding, or roofs in this area. 25% reduction in cost! Low, low prices! 100%

AVALON WOOD STOVE With blower, glass window & brass finish. \$500. Call 333-5265

Sporting & Exercise Equipment 510

WEIGHTS lifting plates- Olympic and non olympic-25 a pound Olympic bar bell \$75. Olympic curl bar \$30. 1 Olympic dumbbell \$15. leg curl bench \$125. squat stands \$25. Call 696-2618

TV/Radio/Stereo 515

TV - MAGNOVAX 27" floor model. Exc. Cond. \$100. Call 826-0021

Wood/Coal/Oil 525

FIREWOOD - HARDWOOD For sale \$50 per face cord. Cut & split to length free delivery in Dallas 820-7571 leave msg

Cleaning & Maintenance 574

CLEANING - Mature woman, homes/offices. Aff. rates. Free est. 826-1331/820-3436

Painting & Decorating 682

BEST CHOICE Painting & Drywall. Int. Ext. Painting. Drywall hang & finish, repairs, design ceilings, small jobs welcome. Call 283-3499 or 407-5607

Homes For Sale 800

ALDEN Beautiful Ranch home on a quiet corner lot on Church St. in Alden. Spacious LR breakfast area & dining room. 2 BR & 2 baths. Mud room & 1 car gar. in heated base. New roof, vinyl siding & replacement windows just 2 years ago. \$92,500/ 570-654-6666

BEAR CREEK For Sale by Owner. Brick & vinyl Bi-level. 4 Bedrooms, 2 baths on 3 acres. Large yard. Above ground pool. \$137,000. Neg. 472-3737

DALLAS 3 BR cape, large lot, above ground pool, zoned for commercial. Asking \$125,900. Deremer Realty 675-0520 www.icontech.com/deremer

DALLAS Valley View DR PICTURE PERFECT 3 BEDROOM HOME & PERENNIAL GARDENS SURROUNDING THE HEATED INGROUND POOL. THIS HOME IS BRIGHT & AIRY W/ SLIDING GLASS DOORS OPENING TO A BRICK PATIO. NEW CORIAN COUNTERS IN KITCHEN A FIREPLACE IN FAMILY ROOM. LEWITH & FREEMAN DONNA LENNON 696-0692

Homes For Sale 800

EXETER \$2400 down buys this home. FSBO. 3 BR townhouse. Walktower vl. Finished bsmt. Seller pays closing cost. 603-0324 or 675-5959

FORTY FORT

Charming home in lovely neighborhood. Currently 6 rooms, 2 BR downstairs & apartment with 2 BR on 2nd floor. Exc. income potential. Live on 1 floor and rent other. Or easily converted to single unit. Also incl. detached garage. Will consider rent on either unit. \$15,000. Call 824-8761

HARVEYS LAKE For sale by owner "Selling As Is" 2 unit home, commercially zoned, great investment property. Asking \$55,000. Call for apt 819-4935

KINGSTON 3+ br., 2.5 baths, master suit, fr. dr., kitchen, laundry, completely remodeled. Move in cond. Open house 3/18 from 2 to 5. \$195,500. With \$3,000 towards closing. Call 287-5305

KINGSTON 7 m single home, nice fenced in yard, gas steam heat, corner property, move in cond, \$40,000 parking on the street. Call 472-3491

Mobile/Manufactured 805

BLOOMSBURG 65 Gibraltar 10x48, 2 bdr, bath w/ washer, L/R, Kit, gas stove, ref, gas hot air, 1200 BTU A/C, \$750 OBO Must be moved! Call 784-2196

Lots & Acreage 810

BEAR CREEK TWP Land (approx. 2 acres) with 14 x 70 ft. mobile home. 2 BR, 2 bath. Like new. Well & septic incl. \$50,000. Call 824-1542, aft. 5 PM.

NUANGOLA BOROUGH *45+/- Prime Land Rural Wooded setting min from Rt 81. Perfect spot for your dream home. Suitable for development *This offering expires on 3/9/01. www.earthconservancy.org 823-3445

Plains Twp. *204 +/- Acres - Frontage on Juniper Rd. Ideal location - close to Major Highways and Geisinger Hospital.

INVESTMENT OPPORTUNITY -Enjoy your own private estate. EARTH CONSERVANCY 823-3445 www.earthconservancy.org reserves the right to accept or reject all offers.

Wanted to Buy 830

BUILDING LOT With Utilities on West Side/Back Mountain for Construction of new ranch home. Call 283-0113 after 5PM.

Apartment Unfurnished 840

ASHLEY-HANOVER Townhome, Conv. Location. Room sizes will amaze you. OSP. No Pets. Sec. Dep. Gas heat & Central Air. \$625/Mon + Util. 283-3898

AVOCA 1 BR. 1st floor. Gas heat. Stove, W/D hook-up. O.S.P. \$365/month + deposit. Call 457-4740.

BACK MOUNTAIN 1/2 bd. rm apt 2nd floor osp \$400+ util/1 month sec. Call 675-5873

EDWARDSVILLE Spacious 1 BR. Modern kit w/dinetra area. Large LR Bath. OS garage parking cluded. Apartment newly modeled No pets please. 1 is an Equal Housing Opportunity! Certain income restrict do apply. Section 8 approx \$293/mo. water & sewer cluded. Call 288-9631 after 5p

GLEN LYON Newport Twp., modern 4 rms, tile bath, W/W carpet, stove, ref, W/D, A/C, D/W, OSP, heat, water, sewer, & garbage incld. No Pets! \$435/mo. + sec. Avail 04/01 Call 736-6873 or 881-8297

HARVEYS LAKE 2 bedrooms, appliances included. Security & References. 333-4065

WILKES-BARRE 2101 Hazle Street 2 bath, lr, dr, eat-in-kitch, fam. room, finished bsmt. 2 car gar. \$97,500. Call 819-3193

WILKES BARRE 4 PARK AVENUE Duplex, \$54,900. Well maintained with 6 books of Downtown Kings & Wilkes colleges. Good rental income. 2nd flr apt. 3 BR, 1st flr APT 2 BR. Natural & carpeted flooring throughout, with the baths. Call for details. 675-4798

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Homes For Sale 800

TRUCKSVILLE For sale by owner. 2 story with attic, new addition with room to expand, 1-2 baths, 2-3 bedroom, large family room, 2 car garage and screened in patio, landscaped lot very reasonable taxes. Furnishings are negotiable \$115,000 Serious inquiry's only Call 696-4751

WILKES-BARRE 2101 Hazle Street 2 bath, lr, dr, eat-in-kitch, fam. room, finished bsmt. 2 car gar. \$97,500. Call 819-3193

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