

# The Dallas Post CLASSIFIED

**Deadline**

4:30 P.M. Mondays

**Office Hours**

8:30 A.M. - 5:00 P.M. Mon. - Fri.



Call 1-800-273-7130 to place your **GUARANTEED RESULTS\*** classified ad

**Low Rates**

**6 Lines • 4 Weeks \$12**  
Call for Business Ad rates

If you don't get results in 4 weeks, we'll run your ad Free for another 4 weeks.

**Fax Your Ad**

For maximum convenience - 831-7312

**Photo Classifieds**



**AUTO FOR SALE**  
**\$20**  
Incl. Photo  
20 words • 4 weeks



**REAL ESTATE**  
**\$22**  
Incl. Photo  
20 words • 6 weeks

**Pre-Paid Ads**

Ads that fall under the following criteria must be paid in advance of publication: Work wanted • Situations wanted All ad for moving, if they are leaving the area. All ads for going out of business. Ads from outside our circulation area.

**Box Numbers**

Blind Box Numbers are available. They may be mailed or picked up. \$3.00 charge. All information concerning the box number is confidential, and we cannot disclose the identity of the Box Holder.

**Errors & Ad Cancellations**

Read your ad carefully the first day it appears and report any errors before the next edition; this will be the only proof you will receive. Errors should be reported immediately as *The Dallas Post* can be responsible for the first incorrect insertion only. Cancellations must be called in before the regular ad deadline.

*The Dallas Post* reserves the right to reject, edit or properly classify all advertising submitted for publication. We will not knowingly accept an advertisement that might be considered misleading, fraudulent, illegal, unfair, suggestive, in bad taste or discriminatory.

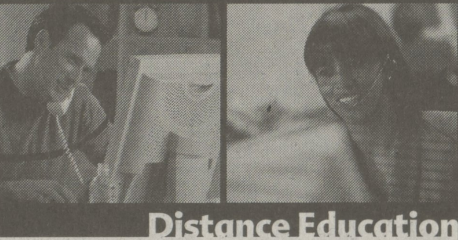
**ACCOUNTING CLERK**

United One Resource is seeking an experienced Accounting Clerk for our Wilkes-Barre office. This is an excellent opportunity for a person with an Associates degree in Accounting and 1-3 years of experience. In this position you will perform bank reconciliation's, check preparation and disbursements and the ability to account for and support wire transfers both income and outgoing. We offer a competitive salary and excellent benefits package. For consideration please send salary history and resume to:  
**United One Resource**  
P.O. Box 390  
Wilkes-Barre, PA 18702  
Fax: 570-824-7180  
Email: [lgardner@unitedone.com](mailto:lgardner@unitedone.com)  
[resources.com](http://resources.com)

**AUTOMOTIVE CLAIMS ADJUSTER- INSIDE**

This is a great opportunity for a recent tech school graduate or a mechanic seeking a career change within the automotive industry. Rapidly expanding locally based automobile warranty company is seeking a qualified person for an immediate opening in our Claims Department. Successful candidate must have automotive mechanical repair knowledge. Qualifications also include experience dealing with customers, good interpersonal skills, and the ability to calculate mechanical repair costs. **WORK HOURS are M-F 8:30 AM-5PM**  
For immediate consideration, please fax or mail resume and salary requirements to:  
**THE GUARDIAN WARRANTY CORP**  
att: Human Resources PO BOX 68  
AVOCA ,PA 18641 Fax (570) 414-7883, email: [guard7883@aol.com](mailto:guard7883@aol.com), or apply in person at 407 McAlpine Street, Avoca PA EOE

**Harcourt Learning Direct**



**Distance Education Customer Service Professionals**  
Gain valuable business experience while helping others to reach their career goals. The comprehensive training offered and practical experience gained on the job is a great start to a business career.

In this position, you will work on the telephone with students to facilitate the delivery and completion of their educational programs. You will gain experience with financial contracts, distribution services, and marketing of educational programs.

Ideal candidates for these positions will possess excellent telephone and communication skills. Customer service experience and computer skills preferred but not required.

**\$9.25 an hour to start.**  
Shifts available - Full Time-1:00p.m. to 9:00p.m. Part Time-5:00p.m. to 9:00p.m.

Flexible shifts available - call 1-888-427-0100 for details!  
Part-time positions offer the following benefit package:  
\* Paid Vacation, Sick, Holidays, and Personal days  
\* Liberal Harcourt program discounts  
\* 401 (k) Retirement Plan

Full-time positions offer the above benefits plus:  
\* Excellent Medical, Dental, and Vision Plans  
\* Tuition Reimbursement

Harcourt Learning Direct, a Thomson Company, is the world's largest accredited provider of offsite Career Training and Degree Programs. We are among the Thomson Family of companies, a leading international publisher of educational content for postsecondary and professional markets.

Please apply in person or send resume to:  
Manager of Human Resources  
Harcourt Learning Direct  
Dept. CS  
925 Oak St.  
Scranton, Pa. 18515  
 A Thomson Company M/F/D/V  
EOE/AA

**ACCOUNTS PAYABLE CLERK**

Dowd Marketing, Inc., a premier travel company experiencing high-growth, seeks a motivated candidate with the following skills:  
• Bookkeeping experience (a plus)  
• Strong PC skills  
• Microsoft Excel  
• Great Attitude  
We offer a competitive compensation and benefits package. Fax resume to 208-1987

**Bus Drivers**

Part Time  
Back Mt Area. Great for Moms & Retirees.  
Call 823-3333

**BALANCED CARE CORPORATION**

is currently accepting application for:

**COOK**  
6am to 2:30  
11am to 7:30 pm

**NURSES AIDE**  
**\$750 Sign on Bonus**  
7-3 & 11-7

Please send resume to:  
**Balanced Care of Kingston**  
702 Third Ave.  
Kingston, Pa. 18704

**ADMINISTRATIVE ASSISTANT**

Harcourt Learning Direct is currently seeking an experienced Administrative assistant with a solid generalist background to support a diversified management team. Must have a minimum of 5 years experience in Microsoft Office, including Excel spreadsheet development. Experience with numerical data entry required, background in accounting a plus. Excellent written, oral and people skills are a must as well as the ability to work independently in a multi-team environment. We offer a competitive salary and an excellent benefit package. If interested, please send cover letter, resume and salary history/requirements to:  
Manager of Human Resources  
Dept HRD 925 Oak Street  
Scranton, PA 18515  
(No phone calls please)

**Harcourt Learning Direct**  
A Thomson Company  
EOE/AA M/F/D/V

**BUSINESS/ACCOUNTING INSTRUCTORS**

Harcourt Learning Direct, the leader in distance education, has openings for 2 instructor positions. This is a unique opportunity for the right applicants to help students achieve their goals by providing instructional support primarily by telephone and email.

**FULL-TIME BUSINESS INSTRUCTOR**

This position is for the 9:15am-6:00pm shift. Candidates must have a minimum of a BS/BA in Business Management or related field as well as experience with PC applications. In addition, education and/or experience in a medical office or related environment would be preferred.

**PART-TIME ACCOUNTING INSTRUCTOR**

This position is for the 4:00pm-9:00pm shift. Candidate must have a BS degree in Accounting. Experience with PC applications is required.

Both positions require excellent telephone, oral, and written skills along with a desire to learn materials in a variety of fields. We offer a full benefit package including; excellent medical, dental, and vision plans, tuition reimbursement; vacation, sick days, and holidays; 401k retirement plan, and Harcourt program discounts.  
Harcourt Learning Direct is the world's largest accredited provider of offsite career training and degree programs. Please send resume and salary requirements to:

Human Resources Dept.  
Harcourt Learning Direct  
Dept EDU  
925 Oak Street  
Scranton, PA 18515  
(NO PHONE CALLS PLEASE)

**Harcourt Learning Direct**  
A Thomson Company  
EOE/AA M/F/D/V

**CLERK**

For convenience store. No Exp. necessary. Need dependable person w good work ethic, customer oriented. Day shift 6am-noon or 12 noon-6pm. Homemakers & retirees encouraged to apply.

**Newell Fuel Service**  
108 S. Memorial Hwy.  
Trucksville, PA

**CONSTRUCTION MODULAR HOME MANUFACTURER**

- Experience A Plus
- Floor Framer
- Vinyl Siding Installer
- Countertop Fabricator
- Benefits/Insurance plans available

**SUN BUILDING SYSTEMS**  
#9 Stauffer Industrial Park  
Taylor, PA 18517  
Fax (570) 562-0737

**ANNOUNCING!!!**

Riverstreet Manor  
440 N. River St., Wilkes-Barre, PA  
**OPEN HOUSE**  
October 24, 2001 4:00 - 7:00 PM

**ALL ARE WELCOME - RNs, LPNs, CNAs**  
Refreshments will be served  
Call Sandy Currie  
With Any Questions You May Have  
(570) 586-6466 OR 1800-539-1599

**Genesis ElderCare**  
Come Join Our Genesis Eldercare Family  
We offer sign on bonus, excellent benefits, 401k plan and tuition reimbursement  
**WE ARE A GREAT PLACE TO WORK!**

**DELIVERY DRIVERS**

**Earn \$10,000 to \$12,000 PER YEAR**

We have P/T opportunities for you to make great money in the early morning hours. Our independent contractors are responsible for providing great service to our home delivery customers. All you need is a reliable vehicle and a desire to work hard.

♦ No interference with your full-time responsibilities

**Our carriers are:**

- \* Professionals
- \* Accountants
- \* Waitresses/Waiters
- \* Housewives
- \* Students
- \* Bankers
- \* Nurses
- \* Bartenders
- \* Insurance Agents
- \* School Bus drivers

**Early Morning Hours, 7 days/ week**

- ♦ South Wilkes-Barre
- ♦ Kingston
- ♦ Pittston
- ♦ Plains/Miners Mills
- ♦ Wilkes-Barre (North/East End)

**CALL 829-7206**

**DELIVERY PERSON**

Immediate opening available. Person needed to deliver to deliver bottled spring water in the Wilkes-Barre/ Scranton area. CDL driver's license Class B helpful, but not necessary. Good starting salary plus full benefit package after 90 days.  
Apply in person

**Glenn Summit Springs Water**  
Crestwood Ind. Park  
Mountaintop  
Mon. thru Fri. 9am to 5pm

**DRIVERS Class A & B**

Large, wholesaler seeking Class A & B drivers, excellent benefit package. Competitive rates. Apply at:

**Klein Candy Company**  
100 West End Rd.,  
Wilkes-Barre, Pa EOE

**CHOOSING BETWEEN YOUR BOYFRIEND AND YOUR BEST FRIEND IS HARD.**

**FINDING YOUR OWN PET-FRIENDLY APARTMENT IS EASY.**

[apartments.com](http://apartments.com)

**DRYWALL FINISHERS**

Modular Home Company. seeking:  
✓ Drywall Experience  
✓ Top Pay Rate  
✓ Benefits & Insurance Plans available  
**SUN BUILDING SYSTEMS**  
Stauffer Industrial Park  
Taylor, PA 18517  
Fax (570) 562-0737

**ELECTRICAL POSITIONS**

LaCorte Companies, Inc. is seeking to fill the following positions for a project in Tobyhanna, PA:  
→ Equipment Operators  
→ Electrical Apprentice Helpers  
→ Electricians  
We offer excellent pay-rates and 20 hours of overtime per week is available. Please send a resume to:  
**621 Third Avenue Extension**  
Rensselaer, NY 12144  
Fax: (518) 880-1203  
EOE M/F/D/V

**FRONT DESK/ GUEST SERVICE REPRESENTATIVE**

Part-time, weekends a must will train. Uniforms & meals provided. Good starting rate. Apply in person Ask for:  
**Sylia Stevens**  
East Mountain Inn  
2400 East End Blvd/ Rt 115  
Wilkes-Barre, Pa

**TRUCKING**

**TIMES•LEADER**  
is looking for a potential private trucking company to deliver our papers to 3 Distribution Centers in Luzerne County.  
♦ Total of 500 miles, weekly (approx.)  
♦ We are a TIME-SENSITIVE operation: You will need a minimum of 3 trucks with lift gates and 3 drivers  
♦ Hours of operation are 2:00am-3:30am, seven days a week.  
Great opportunity to supplement your business in the off-peak hours.  
Rates negotiable.  
**Call 829-7296**

**TELLERS**

**The Fidelity Deposit and Discount Bank**  
Part-time tellers for its branches located Luzerne County. Positions are responsible for operating a full-service teller station and promoting the bank's products and services. Previous cash handling and/or sales experience preferred. A friendly outgoing personality is a plus.  
The Bank offers pleasant working conditions, competitive starting rates. Must be willing to work flexible hours. Applications may be completed at any of our branch offices.

Sales exp. Required  
**Platform Speakers**  
**Trainers Sales Managers**  
Local office of Intl. Comp has positions to fill in management \$4k-\$5k per/mth is real.  
Call Mr. Brown @ 888-632-8384

**ASSISTANT TEACHERS**

Wilkes-Barre and Plains Area. Minimum qualifications: High School Diploma or GED, Experience with young children. P/T 25.5-29.5 hrs/wk; Hourly Wage: \$7.01. Benefit package available including Career Development Plan, Sick Time, Personal Time & Paid Holidays. NO PHONE CALLS PLEASE. Deadlines to submit resume is Tuesday October 23, 2001 to: **Luzerne County Head Start, Inc.** PO Box 540, Wilkes-Barre, PA 18703-0540. Attn: Early Childhood/Family Literacy Specialist.  
E.O.E. M/F/VH

**PHARMACISTS**

FT/PT, for growing LTC pharmacy company; pleasant working conditions, challenging positions, LTC experience preferred but not necessary; recent graduates of pharmacy school welcome to apply; Send resume **PHARMACY PARTNERS, INC.**  
11 West William St Schuylkill Haven, Pa 17972  
fax (570) 385-7870 / (888)580-5253;  
or call Lisa Gerber, R.Ph at 570-385-9025/ 888-751-8241

**RESTAURANT CASHIER WAIT STAFF**

Days or night shift. Cashiers start at \$6-\$7 per hr. Server average \$10-\$12 hr. Apply  
**The Dough Company**  
Kidder St. Wilkes Barre, or  
Rt. 309, Dallas

**SAFETY ANALYST**

Regional office of Intl. Fire Safety company., No Exper. Required: Training provided. Full- Time and P/T openings  
Call Mr. Brown @ 888-632-8384 9am-5pm

**PACKAGER PART TIME**

Times•Leader's packaging department is searching for stable, dependable individuals to fill positions on all shifts in our mailroom. Individuals must be able to stand for long periods of time, and lift up to 20 lbs on a consistent basis. Responsibilities include preparing inserts for distribution into our various products. Previous mailroom experience helpful but not required. We are willing to train  
**Complete an application at:**  
**TIMES•LEADER**  
90 East Market Street  
Wilkes-Barre, PA

**LUBRICATION TECH JIFFY LUBE**

**COME JOIN THE J TEAM AS A LUBRICATION TECHNICIAN**  
No experience necessary.  
Will train. Full or part time available.  
No nights & no Sundays.  
Earn up to \$8. per hour.  
Benefits available, 401k, Apply at  
Wilkes-Barre & Kingston locations  
No phone calls please.