

Deadline
4:30 P.M. Mondays

The Dallas Post CLASSIFIED

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 ads 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.

"Make Extra

\$\$\$



For the Holidays"

Our TIMES ♦ LEADER adult carrier force makes over \$2,000,000 per year delivering newspapers in the early morning hours. It's a second income that doesn't interfere with your regular job or other daytime responsibilities. Hours vary but typically 3:00am to 6:00am on the weekdays and to 7:00am on Sat/Sun.

The following areas are available:

- * Nanticoke
- * West Nanticoke/Plymouth
- * Pittston
- * Kingston
- * Plains
- * South Wilkes-Barre

* Most routes earn from \$1,000/month and take 1 to 2.5 hours each day.

Get involved with the **BEST** part-time opportunity around!

Call 829-7206

PUBLIC REAL ESTATE AUCTION

INVESTMENT OPPORTUNITY

THURSDAY - DECEMBER 6TH 1:00pm - ON SITE



Pittston Township
18,000 S/F Office Space
4 Levels M-2 Zoning



Avoca Borough
6,750 S/F Office Space
5,130 S/F Basement Storage
with overhead door

OPENING BID \$150,000 FOR BOTH BUILDINGS

Inspect: Thursday, November 29th, 1:00-3:00PM & From 11:00 AM Day of Sale

ROUTE 81 EXIT 178 B MIDWAY BETWEEN SCRANTON & WILKES BARRE. CLOSE TO AIRPORT. EASY INTERSTATE & TURNPIKE ACCESS. 1.68 ACRE SITE. AMPLE PARKING. PRESENT RENT ROLL \$78,000 WITH 18, SF STILL AVAILABLE.

THIS PROPERTY MUST BE SOLD!

COWLEY

REAL ESTATE

AUCTIONS

(570) 344-9411

Pa. Lic. RV-000121-L

Call for Bidder Packet Now!

NURSING POSITIONS

LITTLE FLOWER MANOR DIOCESE OF SCRANTON

IF you are committed to providing quality care to the elderly, and seeking that they are treated with dignity and respect and compassion

IF you want to work as a team member where you have the freedom to do your job and where your support and professionalism and ideas are appreciated, and

IF you are seeking secure long-term employment with good benefits, then Little Flower Manor wants you as an employee

Current openings for your consideration:

REGISTERED NURSE- Full-Time 3PM-11PM

LPN Part-Time 11 PM-7AM Full-Time 3PM-11PM

CNAs-Full-Time, call for shifts

Competitive wage based in experience and a comprehensive benefit plan and retirement for the future. call for information an interview and a tour.



Nancy DeFranco

Little Flower Manor & St. Therese Residence
200 S. Meade Street Wilkes-Barre, PA 18702
Phone: 823-6131 or FAX: 823-5171 E.O.E.

DELIVERY PERSONNEL

Matheson Transfers Growing Delivery Distribution Dept. has immediate openings for full-time Delivery Personnel. We offer an excellent Salary and Benefit Package including health, dental and vision insurance, a Simple IRA plan, paid holidays and vacation.

The full time position requires to work Monday through Saturday.

Interested applicants should apply in person.

Matheson Warehouse
157 Welles Street
Forty Fort, PA

E.O.E.

Advertising Account Exec

Established territory offers existing accounts, great opportunity for growth.

Energetic self-starter will receive weekly draw against a generous commission rate, and auto expenses.

If you are ambitious, energetic, project a positive attitude, and make a professional appearance, this may be the job for you.

Previous sales or customer experience valuable. Must have a reliable car.

Call Ron Bartizek

The Dallas Post
TIMES LEADER Community Newspaper Group

675-5211

Fax: 675-3650

dallaspost@leader.net

or drop off or mail a resume at 607 Main Rd., Dallas

DRIVERS

The TIMES ♦ LEADER is looking for 2 P/T Drivers to assist our Circulation Department. Early morning flexible hours (incl. weekends) that don't interfere with your full-time responsibilities.

✓ Driving company truck from main plant to a distribution center

✓ Unloading truck

✓ Assisting with the trucking operation

You must be reliable. Experience in handling lift gates and heavy loads preferred, but we will train the right people.

Call 829-7268

Love local news?

The Dallas Post is seeking a reporter/copy editor who thinks local news is as important as world events. We're looking for someone who has an interest in the Back Mountain, can write clearly and meet deadlines, and is able or willing to take photos and work with newspaper computer programs.

Prior newspaper experience is not necessary. This is a full-time position, although a dedicated part-timer will be considered. Ideal candidates will know their way around the Back Mountain, have general knowledge of how government works, and be curious about what people do and why they do it. Regular assignments include evening meetings and feature stories about interesting people, organizations or events. You'll help decide the topics.

If you think this might be a good spot for you, stop by our office and fill out an application (bring a resume), or write:

The Dallas Post

607 Main Rd., Dallas PA 18612

You may also send an e-mail to: dallaspost@leader.net



Dallas, PA 18612-1095
Founded and Sponsored by the Sisters of Mercy Dallas

EXECUTIVE SECRETARY

College Misericordia is currently recruiting for an Executive Secretary for the office of the President. The qualified individual will have a minimum of 5 years executive secretarial experience with a concentration in secretarial/business and/or office procedures.

The qualified individual will be detail oriented and possess the ability to work in a demanding secretarial role. The ability to provide a high level of assistance and support to the Office of the President in conjunction with activities and functions for the President and Board of trustees of the college is essential. Previous experience is required in letter composition with excellent grammar, spelling and punctuation skills along with the ability to take shorthand or a comparable proficiency. The ability to handle confidential information with discretion is required.

Excellent telephone, organizational, interpersonal, both verbal & written communication skills are required. The ability to deal effectively with sensitive and complex issues is essential in order to provide a high level of customer service to all members of the college community and outside constituents. Computer proficiency with programs in a Windows environment including word processing, spreadsheets and mail merges is required. Position may include flexible hours at times. For confidential consideration please forward a letter of interest and resume to:

COLLEGE MISERICORDIA

Attention: Human Resources

301 Lake Street

Dallas, PA 18612

e-mail: hr@misericordia.edu

College Misericordia is committed to excellence and actively supports cultural diversity. To promote this endeavor, we invite individuals to contribute to such diversity to apply, including minorities and women.

NATIONAL ACCOUNTS CUSTOMER SERVICE REP

Benco Dental Company is the nation's largest independent distributor of dental supplies and equipment, delighting our customers since 1930. We are seeking a national accounts customer service representative. Successful candidate will be responsible for providing customer service to institutional, government, and partner sharing customers by placing orders and processing returns; preparing quotes and bids; assisting in the preparation and distribution of school kits. Qualifications include good communication and computer skills; previous customer service experience preferred. We offer a competitive compensation package, including a flexible benefits program with five health insurance options, dental, vision, short/long term disability, life insurance, vacation/personal time, profit sharing, and a generous 401k retirement plan. If this sounds like your type of work environment, we would like to hear from you! Please forward resume/letter of interest or complete an application in person at:

Benco Dental Company

Human Resources Department

11 Bear Creek Blvd.

Wilkes-Barre, Pa. 18702

Fax: (570)820-3445

Email: HuResEML@benco.com

An Affirmative Action Employer

M/F/V/D

BUSINESS DEVELOPMENT MANAGER

Medium sized, commercial contractor of NE PA encourages female or male to apply for a position with great potential & benefits. Familiarity with construction, architect & engineering is a plus, but not required. EOE

Send resume to:

BOX 3160

TIMES ♦ LEADER

15 North Main Street

Wilkes-Barre, PA 18711

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



**Enjoy The Convenience
Of Home Delivery.
The Dallas Post
829-5000**