

**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.

**COMPUTER TECH SUPPORT SPECIALIST**

Benco Dental Company, the nation's largest independent distributor of dental supplies and equipment, is seeking a Computer Tech Support Specialist for our information systems department.

Responsibilities will include troubleshooting computer hardware, software, and communication problems, providing support to help desk callers, and performing basic computer maintenance, including repairing and building PCs.

Qualifications include the ability to communicate effectively; excellent computer, phone, customer service, and organizational skills. A degree in computer related field a plus, but not necessary.

Interested candidates should submit a cover letter and resume with salary requirements to:

**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

**FOOD SERVICE**

Metz & Asso. is looking for full & part-time food service workers including dishwashers, servers, cooks, cashiers & utility workers, various shifts available. Apply today Applications accepted. M-F 9-11 and 1-3 p.m. at:

**College Misericordia Cafeteria**  
Lake St. Dallas, PA

**NURSING ADMINISTRATIVE MANAGER**

**Community Medical Center** is seeking a highly motivated and accomplished professional to provide clinical and management leadership for a part time night shift position as a Nursing Administrative Manager. The successful candidate will be a RN, licensed in PA, BSN preferred, and have a minimum of 5 years experience in acute care nursing, including experience as a Charge Nurse, Team Leader or Nurse Manager. Demonstrates ability to plan, organize, direct and monitor hospital operations during the specific tour of duty. Candidate must also possess excellent verbal, writing, interpersonal, and organizational skills.

To express your interest please submit resume to:

**CMCHS**  
Human Resources  
1800 Mulberry St.  
Scranton, PA 18510  
or FAX to (570) 969-8640  
We are an equal opportunity employer



**DENTAL PRACTICE DEVELOPMENT SPECIALIST**

Are you frustrated with your current position in the dental office? Feeling like there's no room for personal and professional growth? Benco Dental Company, the largest independently owned distributor of dental supplies and equipment, is seeking a qualified individual to join our Practice Development Division. Position requires travel to provide in-office consulting to our clients in the Northeast and Central PA region and the Lehigh Valley, PA area.

Candidates must have experience as office manager, dental assistant or hygienist and have experience with standard dental office management systems. Excellent communication skills a must, previous public speaking or consulting experience a plus. If you are a self-starter, highly motivated and seek a challenge, send or fax cover letter, resume and salary history to:

**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

**OPEN the DOOR to YOUR FUTURE! with Education Direct!**

See yourself in a new career, achieving the success you want and deserve. Education Direct holds the key.



As a Professional Telephone Agent with Education Direct, you will receive a starting rate of \$8.50 per hour. After six months, earn up to \$10.00 per hour. Prove yourself as a top agent and earn up to \$14.00 per hour and possibly more.

Answer calls from people throughout the country who are looking to start or advance in their present job, or call people who contacted us on our educational programs. Plus, you'll have an opportunity to work on other exciting projects.

You'll also receive these outstanding benefits:

- Paid Training
- Paid Holidays/Vacation
- Health Insurance
- And much more.....

Stop in and see what we have to offer during our open house Wednesday January 16, 10am - 2pm refreshments will be served. Plus, you'll receive a complimentary copy of "How to Open the Door to Your Future"-a great book full of information that can help you achieve professional success.

**Build Your Career While Helping Others Advance Theirs!**

The ideal candidate will possess excellent communication, organizational skills, the ability to work independently, lots of energy, and a sincere desire to succeed.

For consideration call

**(570) 961-4838**

Weekdays 9:00 AM to 9:00 PM  
Feel free to stop by any weekday between 9:00 AM and 5:00 PM

**THOMSON**

**EDUCATION DIRECT**

formerly Harcourt Learning Direct  
925 Oak Street-Dept. TMST  
Scranton, PA 18515

EOE/AA M/F/D/V

**CHILD CARE**

Energetic, creative, organized person w/experience sought for active 2 & 4 yr old. FT or PT. Occasional evenings

Send resume to:  
BOX 3220

**TIMES LEADER**  
15 North Main Street  
Wilkes-Barre, PA 18711-0250

**MEADOWS NURSING CENTER**

**THE FOLLOWING POSITIONS ARE AVAILABLE:**

**RNs / LPNs**

7-3 Shift - PT with possibility of FT

**RNs**

11-7 Shift - PT with possibility of FT

**RN SUPERVISOR**

Long-term care experience preferred  
11-7 Shift - PT  
**SIGN-ON BONUS FOR (RN SUPV)**

**LPNs**

3-11 Shift - PT and FT

**RNs**

3-11 Shift - PT and FT  
**SIGN-ON BONUS FOR (3-11 Shift RNs)**

**CNAs**

7-3 Shift - PT

Individualized orientation program available.

**ALL POSITIONS**

PT with benefits (5 to 9 days / bi-weekly)  
PT without benefits (2 to 4 days / bi-weekly)

Our benefits include paid vacation, holiday, personal days, up to \$1500/yr college tuition reimbursement, health, dental, life, short-term disability insurance and pension plan. Child Day Care on premises.

Apply in person at:  
**MEADOWS NURSING CENTER**  
55 West Center Hill Rd., Dallas, PA 18612  
E.O.E.

**MARKETING ASSISTANT**

Immediate Opening

- Year 'round position
- Eager, active outdoor individual
- Knowledge of marketing
- Desktop publishing a plus
- Flexible schedule essential. Some traveling

Send/Fax/Email resume to:  
**WHITEWATER CHALLENGERS**  
C/O Marketing Manager  
P.O. Box 8, White Haven, PA 18661  
Fax (570) 443-9727  
or email: nancyj@wc-rafting.com

**MEDICAL RECEPTIONIST**

Northeastern Rehabilitation Associates, P.C. has an immediate opening in our Wilkes-Barre location for Medical Receptionist.

Prior experience in a medical practice is required. Please send or fax your resume and salary requirements in confidence to:

**Northeastern Rehabilitation Associate**  
Attention: Human Resources Department  
150 Mundy St.  
MAC IV Wilkes-Barre, PA 18702  
Fax: 570-824-0930  
No telephone inquiries please

**SOCIAL WORKER MEDICAL**

Tyler Memorial Hospital has an immediate opening for a PA licensed Social Worker. Must have a BS in related field and a minimum of 2 years acute care experience.

Please send resume to:  
**Tyler Memorial Hospital**  
880 SR 6 W  
Tunkhannock, PA 18657  
Fax: (570) 836-0393

**Radiology Department**

The Bloomsburg Hospital has one full-time or two part-time positions for RADIOGRAPHER to staff a 11AM-7PM shift with every other weekend and rotating holidays. Must be A.R.R.T. certified or eligible therefor.

Benefit package to include paid health, dental and life insurance, paid time off for vacation, sick and holiday/personal, and pension plan for full-time positions.

Part-time benefits include participation in health insurance, paid time off for vacation and holiday/personal benefits.

Applications can be obtained at the Personnel Department or send or fax resumes to:  
**The Bloomsburg Hospital**  
PERSONNEL SERVICES  
549 E. Fair St., Bloomsburg, PA 17815  
(570) 387-2103 / FAX: (570) 387-2434  
EOE / M-F-H-V

**PROMOTION WRITER/PRODUCER**

Nexstar Broadcasting seeks a talented, energetic addition to its WBRE/WYOU Creative Services team. Duties include script writing, videotape editing, coordinating promotion production, and videography. A working knowledge of digital editing systems and ENG equipment is required. The successful candidate will have a minimum of 2 years television experience and a degree in communications or a related field. Send resume and tapes to:

Personnel  
**Nexstar Broadcasting**  
62 S. Franklin St.  
Wilkes-Barre, PA 18701

**WAL-MART**

Business Route 309, Wilkes-Barre  
Now accepting applications for  
**RADIO GRILL**  
(Snack Bar)

**DEPARTMENT MANAGER**

Full time position with competitive salary, health & dental benefits, life ins., profit sharing & more!  
Food prep experience helpful.  
Apply at the Courtesy Desk

**SALES**

Jewelry store sales person 2-4 days per week, No evenings No weekends. Dallas area  
Send resume to:  
BOX 3203  
**TIMES LEADER**  
15 North Main Street  
Wilkes-Barre, PA 18711-0250

**WELDERS / MAINTENANCE PERSONNEL**

Immediate openings for (6) temporary Welder / Maintenance personnel. Must be mechanically inclined to work on Asphalt & Quarry plants performing repairs. Approx. 3 to 4 months work. \$11.00/hr.

APPLY AT:  
**American Asphalt Paving Co.**  
500 Chase Rd., Shavertown, PA 18708  
(570) 696-1181 / Fax: (570) 696-3486  
EOE

**SECRETARY**

Nat'l distr. of auto body equipment located in W-b is looking for someone to handle incoming calls & basic clerical. Prev. exp. desired but will train. Must have knowledge of Word, Publisher & excel.

Rate based on exp. + BC/BS after 90 days.

Fax resume to  
**570-823-0453**  
or call 570-821-0494

**CERTIFIED OR REGISTERED RESPIRATORY THERAPIST**

**\$2,000 SIGN ON BONUS**

Full time position. Varying hours. Rotating weekends and holidays. Must be certified or registered. BLS certification and ACLS required.

Interested applicants, please send resume to:  
HUMAN RESOURCES  
**ST. LUKE'S MINERS MEMORIAL HOSPITAL**  
360 WEST RUDDLE STREET  
COALDALE, PA. 18218



E/O/E M/F/H/V

**DRAFTING**

Entry level position  
AutoCadd V14  
Section 10 knowledge a plus!  
401(k) & Benefits  
EOE

Send resume to:  
BOX 3202  
**TIMES LEADER**  
15 North Main Street  
Wilkes-Barre, PA 18711

**STABLE HELP**

for large horse farm. FT/PT & weekend positions avail. Call for more info. 333-2276

**TELLER**

First Federal Bank is recruiting individuals who are detailed oriented and able to work in a fast paced environment for a full-time teller position in our Shavertown Office. Cash handling and computer experience preferred. Previous teller experience and the ability to speak fluent Spanish a plus. Please send your resume to:  
**Human Resource Administrator (Tel Ad)**  
First Federal Bank  
12 E. Broad St. Hazleton, PA 18201  
First Federal Bank is an Equal Opportunity/Affirmative Action Employer and complies with the Americans with Disabilities Act.

**MEDICAL OFFICE MANAGER**

Northeastern Rehabilitation Associates, P.C. is seeking an Office Manager for our Wilkes-Barre location. This position requires the applicant to have a strong background in Human Resources, problem solving and decision making. The ideal candidate will have a Bachelor's Degree in Health Administration, Human Resources, or a related field, and at least three years healthcare experience. Candidates with an Associates Degree and prior medical office management experience may be considered.

Interested candidates should send or fax their resume along with a cover letter and salary requirements to:

**Northeastern Rehabilitation Associates**  
Attention: Chief Operating Officer  
475 Morgan Highway Scranton, PA 18508  
Fax: 570-969-9280  
No telephone inquiries please

**PRE PRESS/ AD PRODUCTION PART TIME**

- ♦ Attention to detail
- ♦ Good typing skills
- ♦ Knowledge of Quark Express
- ♦ Photo Shop helpful
- ♦ Able to work flexible schedule (Including some nights & weekends)

Contact:  
**Jim Black/Pre Press Manager**

**TIMES LEADER**  
15 North Main Street  
Wilkes-Barre, PA

**ADMINISTRATIVE ASSISTANT**

Benco Dental Company, the nation's largest independently owned dental supply / distribution company, is seeking an administrative assistant to join our practice development/education department.

The successful candidate will be responsible for providing administrative assistant duties for the Director of Practice Development.

Qualifications include the ability to communicate effectively, excellent phone, organizational, and computer skills including Lotus Notes and MS Office; prior secretarial experience preferred.

Interested candidates should submit a cover letter, resume and salary history to:

**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

**EDUCATION 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-1:00pm to 9:00pm  
Part Time-5:00pm to 9:00pm

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 Education Direct program discounts
- \* 401 (k) Retirement Plan

Full-time positions offer the above benefits plus:  
\* Medical, Dental, and Vision Plans  
\* Tuition Reimbursement Opportunities  
Education Direct, formerly Harcourt Learning Direct, 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:

Director of Human Resources  
Education Direct  
Dept. CS  
925 Oak St.  
Scranton, Pa. 18515  
**THOMSON**  
EDUCATION DIRECT  
formerly Harcourt Learning Direct M/F/D/V