

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 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.

LEN HOSEY

Appliance Service

• Washers • Dryers • Dishwashers & Ranges

287-7973

CLERICAL

P/T. General office duties, 4-5 hours per day between hours of 9am-3pm. \$7.75 / hour.

801 Comtech Industries
Corey Street
Moosic, PA 18507
NO CALLS PLEASE

An Equal Opportunity Employer

PRODUCTION

Due to growth, Compression Polymers Corp. is seeking applicants for entry-level production positions on a 4 x 4 shift. Imagine working half the year and receiving full-time wages and benefits. Applicants must be dependable and willing to contribute.

- ◆ Starting wage \$7.75/hr
- ◆ Shift differentials
- ◆ Pay increase after 90 days
- ◆ Premium pay for weekend work
- ◆ On-the-job training
- ◆ 42 hour average week
- ◆ Health insurance
- ◆ Dental insurance
- ◆ Life insurance
- ◆ Sick leave
- ◆ Vacation Leave
- ◆ Holidays
- ◆ 401(k)

Apply in person at:
Compression Polymers
801 Corey Street
Moosic, PA 18507
NO CALLS PLEASE
Equal Opportunity Employer

NURSING TECHNICIANS

The American Red Cross (ARC), Northeastern Pennsylvania Region, is currently seeking full-time and per diem Nursing Technicians to join our team in Wilkes-Barre. Nursing Technicians promote good donor care during the collection of safe units of blood.

Qualified individuals will possess a high school diploma / equivalent. Certification in medical assistant / phlebotomy program with phlebotomy experience preferred. Able to work variable hours, including evening and weekend rotations. Customer service experience required and must have good manual dexterity.

The ARC offers competitive benefit options to full-time staff, including family medical and dental / vision insurance, paid leave time, employee-matched 401(k), pension, AD&D, LTD, Life and EAP.

Please forward your resume, cover letter and salary requirements to

American Red Cross

NEPA Region
Attn: HR DEPT.
P.O. Box 420, Wilkes-Barre, PA 18703-0420
EOE M/F/D/V

No Telephone Calls, Please

PROFESSIONAL TITLE ABTRACTOR

United One Resources, Inc, a professional information services company, is seeking an experienced Title Abtractor in the Wilkes-Barre / Scranton area. As a candidate for these full-time positions, you are required to have previous experience in abstracting chains of title, as well as the document recording process. We offer a competitive salary, excellent benefit package, and a team-oriented work environment. Interested candidates should forward a resume and salary requirements to:

United One Resources, Inc.
Attn: Human Resources
270 North Sherman St.
Wilkes-Barre, PA 18702
Email:
lgardner@unitedoneresources.com
Fax: 570-824-7180

ACCOUNTING CLERK

Education Direct, a Thomson Company, the world's largest accredited provider of offsite career training and degree programs, is seeking a full-time accounting clerk. The successful candidate will assist with the monthly close as well as prepare journal entries. The accounting clerk will be responsible for various daily and monthly reports, assist in maintaining the inventory system, as well as special projects as required.

The Accounting Clerk will possess strong PC skills. The candidate will be detail orientated and have experience with automated financial and operating systems. A/S 400 and JD Edwards experience a plus.

This position offers a comprehensive salary/benefit package including:

- Medical, Dental and Vision plans
- Tuition reimbursement opportunities
- Vacation, Sick days and Holidays
- 401K Retirement Plan
- Education Direct program discounts

For immediate consideration, send cover letter and resume with salary requirements to the Human Resource Department:

THOMSON

EDUCATION DIRECT
formerly Harcourt Learning Direct

925 Oak Street
Scranton, Pa. 18515

EOE

M/F/D/V



WILKES UNIVERSITY

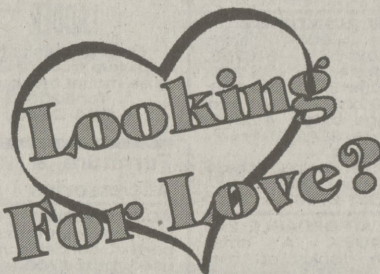
Director of Graduate Teacher Education Programs

Wilkes University invites applications for Director, Graduate Teacher Education Programs. The successful candidate will be expected to play an important role in the administrative oversight, recruitment, and future development of the graduate programs in Teacher Education. The individual selected will report directly to the Dean of the College of Arts, Sciences, and Professional Studies and will hold an academic appointment. Responsibilities include, but are not limited to, supervision of 200 part-time faculty in five graduate degree programs, development of off-campus course schedules for approximately 30 sites, research, and teaching at the graduate level. (Some evening travel is required.) Must also develop alternative funding sources for various programs via grant applications and supervise budget and purchasing in accordance with University policy. Interested candidates must demonstrate a record of teaching excellence and a strong body of demonstrated leadership skills in curriculum and educational technology studies. A background in Special Education is beneficial, but not required. Previous public or higher administrative experience preferred. Must possess strong communication, interpersonal and organizational skills with the ability to perform as a team member and relate to various constituents. Doctoral degree is required. Application materials, including letter of interest, curriculum vitae, and names, addresses, and telephone numbers of at least three references should be sent to: Director of Graduate Teacher Education Search, Wilkes University, c/o Human Resources Management, P. O. Box 111, Wilkes-Barre, PA 18766. Review of applications will begin March 15, 2002 and will continue until the position is filled. AA/EOE

ELECTRICAL ENGINEER

Steel parts manufacturer requires Electrical Engineer to develop & debug programs for PLC's on heavy industrial equipment. Qualified candidates will have experience implementing improvements & upgrades on existing machines and in troubleshooting & problem solving major electrical systems. Must develop electrical design specs and new machines & systems. requires BS in Electrical Engineering and 3 to 5 years heavy industrial experience. Please send resumes to:

Chamberlain Mfg. Corp.
Human Resources
156 Cedar Ave.
Scranton, PA 18505
EOE M/F/H/V



Want to spend your time at a place where the love you give is returned ten times over....

A place where your nursing talent really makes a difference and your are compensated for it?

Restorative Nursing Asssts
CNAs - FT/PT, 7-3 & 11-7
LPNs - FT/PT, all shifts
Rn Supervisor - PT weekend

POOL AVAILABLE FOR ALL POSITIONS

SIGN ON BONUS

We're looking for nurses who care. Full time for lots of love, part time for a little less. Competitive salary and benefits package.

Call us at **Dorrance Manor, where love is ageless.**

Dorrance Manor
615 Wyoming Ave., Kingston, PA 18704
570-288-5496 / Fax: 570-288-8335

CLINICAL CARE COORDINATOR

Community Medical Center Healthcare System

is currently seeking a **Clinical Care Coordinator** for our Emergency Department. Candidate must be a Registered Nurse, licensed in PA, with a minimum of 2 years clinical experience, who demonstrates management and leadership capabilities. To express your interest, please submit resume or application to:

CMCHS
Human Resources
1800 Mulberry St.
Scranton, PA 18510
or FAX to (570) 969-8640
Phone (570) 969-8100

We are an equal opportunity employer
COMMUNITY MEDICAL CENTER HEALTHCARE SYSTEM

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 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

LEAD INSERTION OPERATOR - FULL TIME

TIMES LEADER'S Packaging Department is searching for a stable, dependable individual to fill our Lead Insertion Operator Position.

Responsibilities include set-up and trouble shooting of GMA SLS 1000 inserting machine. As well as timely, accurate and efficient packaging of our products. Previous mailroom experience helpful, but not required. We are willing to train ideal candidate. Ideal candidate must possess good mechanical skills, and a hard work ethic. To complete an application apply at

TIMES LEADER

90 East Market Street
Wilkes-Barre, PA 18702

SINGLE COPY DISTRIBUTORS

Scranton/Pocono

The **TIMES LEADER** is looking for buy/sell agents

This is a very profitable business opportunity:

- * Timely distribution of 500-700 Times Leader papers and other paid products to stores and vending machines
- * Distribution of our alternative products to stores located on your route (Homes Magazines, Weekender, Careerpath)
- * Responsible for weekly collections from your stores and vending machines
- * Increasing sales and improving placement of our products

Routes average \$25,000 to \$30,000 per year. There is great potential for growth throughout our market. Increase your profits immediately! You must have a cargo van or vehicle capable of hauling bulk bundles of our products.

Call Bill:

(570) 829-7151

WAREHOUSE

PART TIME

Immediate part-time openings in our warehouse.

- ◆ Dayshift, flexible hours
- ◆ Salary \$8.00 to start
- ◆ \$9.00 after six months
- ◆ \$10.00 after one year

Warehouse Billing Office

P/T Clerical position
Second shift, flexible hours.
Apply in person

Keystone Automotive Operations, Inc.
44 Tunkhannock Ave.
Exeter, PA 18643
EOE

STAFF NURSES

The American Red Cross (ARC), Northeastern Pennsylvania Region, is currently seeking full-time and per diem Staff Nurses to join our team in Wilkes-Barre. Staff Nurses approve donor eligibility and promote good donor care during the collection of safe units of blood.

Qualified individuals will be a registered nurse (RN) with current state licensure required. Phlebotomy experience preferred. Able to work variable hours, including evening and weekend rotations. Customer service experience required and must have good manual dexterity.

The ARC offers competitive benefit options to full-time staff, including family medical and dental / vision insurance, paid leave time, employee-matched 401(k), pension, AD&D, LTD, Life and EAP.

Please forward your resume, cover letter and salary requirements to

American Red Cross

NEPA Region
Attn: HR DEPT.
P.O. Box 420, Wilkes-Barre, PA 18703-0420
EOE M/F/D/V

No Telephone Calls, Please

Your Window of Opportunity Is



Visit Us and Take in the View!

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
 - 401K Retirement Plan
 - Paid Holidays/Vacation
 - State of the Art Call Center
 - Opportunity for Advancement
 - Health Insurance
 - Paid Life Insurance and AD&D
 - Tuition Reimbursement Opportunities
 - Education Direct Programs

Build Your Career While Helping Others Advance Theirs!

The ideal candidate will possess excellent communication and 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 a.m. to 9:00 p.m.
Stop by any weekday between 9:00 a.m. and 5:00 p.m.

THOMSON

EDUCATION DIRECT
Formerly Harcourt Learning Direct
925 Oak Street - Dept. TMST
Scranton, PA 18515

EOE/AA

M/F/D/V

TELERECRUITMENT OPERATIONS ASSISTANT

The American Red Cross (ARC), Northeastern Pennsylvania Region, is currently seeking a full-time **TeLERecruitment Operations Assistant** to join our team in Wilkes-Barre. Individual will perform a variety of **teLERecruitment**, direct marketing and clerical functions.

Qualified individuals will possess a high school degree / equivalent, prior data entry and computer operation preferred and ability to use or learn Microsoft Office Suite. Must have ability to work variable hours, including evenings and weekends, when needed. Hours of work will be two days dayshift (8:30 AM - 5:00 PM); two days afternoon / evening shift (12:30 PM - 9:00 PM) and rotating weekend coverage for Saturdays / Sundays (4 hr. shifts).

The ARC offers competitive benefit options, including family medical and dental / vision insurance, paid leave time, employee-matched 401(k), pension, AD&D, LTD, Life and EAP.

Please forward your resume, cover letter and salary requirements to

American Red Cross

NEPA Region
Attn: HR DEPT.
P.O. Box 420
Wilkes-Barre, PA 18703-0420
EOE M/F/D/V

Submit response by
Friday, March 1, 2002
No Telephone Calls, Please

REGIONAL ACCOUNT EXECUTIVE

United One Resources, Inc, headquartered in Northeastern PA, is a company dedicated to accurate and reliable credit and real estate services. Since 1918, we have been meeting the needs of the credit industry with quality products, exceptional service and unprecedented growth.

We are seeking an aggressive, highly motivated sales professional with 1 to 2 years' business to business sales experience. A background in banking, mortgage, credit or consumer credit reporting is preferred. This position requires excellent communication and presentation skills and a proactive approach to customer service. Responsibilities will include servicing and expanding existing accounts to ensure a high level of customer satisfaction and soliciting new accounts to maximize sales volume. Candidate must have a four year College degree.

We offer a professional work environment, competitive base salary and commission and an excellent benefits package. For consideration please send salary history and resume to:

United One Resources, Inc.

P.O. Box 390
Wilkes-Barre, PA 18702
Fax: 570-824-7180
Email: lgardner@unitedoneresources.com