

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.

MAJOR ACCOUNTS SUPERVISOR

TIMES•LEADER'S Retail Advertising Dept. is searching for a self-motivated individual with minimal need for supervision to fill our Major Accounts Supervisor position.

Responsibilities include making sales calls & servicing assigned accounts in the major accounts category. Establish a rapport with local key managers and home office contacts. Use research studies, surveys and other pertinent market information available to keep accounts updated on market conditions, performing as a media consultant for these accounts. You will also report all new developments to the Advertising Director, exceed advertising revenue goals, work within deadline schedules, established rates & credit regulations. Other duties as assigned.

The ideal candidate must possess excellent people skills, 4 years of previous newspaper sales experience with some experience working with larger retail accounts. Ability to sell in a competitive environment and knowledge of other media. College graduate with degree in advertising, marketing, business or other related field preferred, similar experience with directly related track record of success may also be considered.

To apply send resume & cover letter to:
Phil Hollen
Advertising Director

TIMES•LEADER

15 North Main Street
Wilkes-Barre, PA 18711

We are an equal opportunity employer committed to diversity in the workplace.

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/V/D

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, organizational, and project management skills. A degree in computer related field a plus, but not necessary.

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 and a generous 401k retirement plan. 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

PRICING SPECIALIST

Benco Dental Company is the nation's largest independent distributor of dental supplies and equipment, delighting our customers since 1930. We are seeking a conscientious, detail-oriented pricing specialist for our purchasing department. Successful candidate will be responsible for accurately interpreting vendor price lists and entering correct vendor information into computer. This position requires the ability to communicate effectively; excellent computer and organizational skills; the ability to work independently or as part of a group; and must be detail oriented.

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 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

The Department of Political Science invites applications to fill a one-year teaching position. The successful applicant will teach Public Policy/Administration, American Government, and Introduction to the Social Sciences. Prior successful teaching experience at the undergraduate level is highly desirable.

Applicants for this position should send a letter of interest, c.v., transcripts and a list of three references to Rev. Donald Grimes, C.S.C., Ph.D., Vice President for Academic Affairs, King's College, Wilkes-Barre, PA 18711. Review of applications will begin April 2, 2002 and continue until the position is filled. King's College is an equal opportunity employer.

AUTO PARTS SALES

Locally owned/operated Company, seeking Full Time parts sales person for Kingston location.. Parts sales or mechanical experience necessary.

Apply in person at any Cee Kay Location

WAREHOUSE PERSON

Building Products Company looking for warehouse/driver (non CDL). Exc. benefits package w/401K plan. EOE.

Apply in person to:
GSI Building Products
R 66 E. Liberty St.
Ashley, PA

SECURITY OFFICERS

PT in Wilkes-Barre.

Candidate must
a complete security
and background check.

Triple A Security Patrol
800-682-4722

★★ SERVICE WRITER

Cleveland Brothers Equip Co, Inc, Central Pennsylvania's Caterpillar Dealer, has an immediate need for a Service Writer in the Power Generation department of our Wilkes-Barre facility. Duties include coordination of service department activities, and workorder management. Applicants should have basic computer skills, strong organizational skills, experience in standard office procedures, and be customer service oriented. Mechanical knowledge or experience is a plus.

We offer a competitive wage and benefits package including: Medical, Vision, Dental, Life, 401(k), Profit Sharing, Credit Union and more. For confidential consideration, please submit a resume to: Tom Judge, Cleveland Brothers Equipment Co., Inc. P.O. Box 1132, Wilkes-Barre, PA 18703.

Drug-Free Workplace
Affirmative Action Employer M/F/D/V

CUSTOMER SERVICE

A growing local company is presently seeking applicants for customer service positions. These positions start at \$7.75 per hour and offer a pay increase, as well as a full benefit package, after 90 days. The hours are Monday through Friday, 8:00AM to 4:30PM, and the working conditions are comfortable. Applicants must be dependable and possess good communication skills and some computer experience.

Send resume to:
BOX 3265

TIMES•LEADER
15 North Main Street
Wilkes-Barre, PA 18711
EOE

DRIVER & WAREHOUSE

Penn State Seed Co. has positions open for both Drivers & Warehouse. We are seeking dependable, motivated self-starters. FT/PT positions avail. Apply in person at:

Highway 309
RR #1, Dallas, PA.
Or call 570-675-8585

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

SECRETARY

Strong organizational skills, A/R & A/P billing, payroll. Start \$7.50.

Call 675-3909
to schedule interview.

SALES INSIDE/OUTSIDE

Eastern Penn Electric Supply (EPSCO) is seeking experienced full time inside & outside sales people. Strong residential & basic commercial electrical product knowledge a must. Must be able to work in a fast paced, multi-task environment. Salary commensurate with experience + full benefits. Send resume in strict confidence or apply in person to:

Eastern Penn Electric Supply Co.
Marc Malvizzi
395 Coal St.
Wilkes-Barre, PA 18702



**Enjoy The Convenience
Of Home Delivery.**

The Dallas Post

829-5000

Got an apartment to rent?

Post a vacancy with Apartments.com and gain access to thousands of potential renters each and every day.



NURSES NEEDED NOW!

Tired of the crazy hours, heavy lifting, working weekends and holidays?

Put your medical skills to work in an office environment.

Become part of our dynamic, growing managed care specialist team. Join a company with a unique culture dedicated to technology and customer service. We have the following positions available for the right people interested in becoming part of our successful team:

RNs- Seeking a licensed Registered Nurse who possesses 2-5 years clinical experience preferably in case management, rehabilitation, orthopedics, or utilization review. This position requires a current license, excellent oral and written communication skills, as well as solid computer skills. Certification in case management and knowledge of workers' comp law is a plus.

LPNs, EMTs, or MEDICAL BILLING SPECIALIST

Responsibilities include assessing occupational injuries by phone, screening medical information, utilization and medical billing review, and interacting with our medical provider network. Position requires a team player that can remain calm under pressure and possesses great customer service and computer skills.

We provide a friendly, business-casual work environment and a competitive compensation and benefits package, including an excellent 401(k)/Profit Sharing Plan, 100% tuition reimbursement, stable working hours, and paid holidays off!

Please send resume and current salary requirements to:

GUARD Co.

Employment Coordinator
16 S. River Street, P.O. Box A-H
Wilkes-Barre, PA 18703
www.jobs@guard.com
Fax: (570) 823-5930

Visit us on the web: www.guard.com

LEN HOSEY

Appliance Service

• Washers • Dryers • Dishwashers & Ranges
287-7973

PLACE AN AD IN THE DALLAS POST