

**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.

**ADMINISTRATIVE/ RECEPTIONIST**  
FULL OR PART TIME

Responsible for filing, phones, and typing. Must have good computer skills. If you are detail oriented, professional, and a quick learner, this may be the job for you. Must be able to work until 6 pm weekdays.

**Apply Today**  
**Call 674-7800**

**COMPRESSION POLYMERS CORP.,**

the leading manufacturer in the plastic extrusion and fabrication industry has been experiencing tremendous growth. The recent addition of a new manufacturing facility with state of the art extrusion technology has created the need for quality individuals to fill a variety of career track positions within our organization.

Production experience is desired, however candidates interested in learning in a fast-paced environment are encouraged to apply.

We offer a competitive starting salary and a generous benefit package that includes medical, dental, life insurance, 401k and profit sharing.

Compression Polymers Corp. is an Equal Opportunity Employer and promotes a drug free workplace.

Applications will be accepted at:



801 Corey Street, Moosic, PA 18507  
(570) 346-8797, www.cpg-ny.com

**St Luke's MINERS MEMORIAL HOSPITAL**

**DIRECTOR OF NURSING**

48 bed hospital based skilled nursing facility is seeking a dynamic Director of Nursing to lead a nursing staff which has a strong sense of community. The DON is expected to set standards of care, promote team spirit and provide staff with support through change. The successful candidate will have at least 3 years experience in long term care in a leadership role and will be well versed in LTC regulations and JCAHO standards. BSN is preferred; MSN, a plus.

Interested applicants, please send resume to:  
**St. Luke's Miners Memorial Hospital**  
Human Resources  
360 West Ruddle Street, Coaldale, PA 18218  
E.O.E. M/F/H/V

**ST. LUKE VILLAGE RNAC**

Full time, Monday through Friday (1st shift)

**At least 2 years experience in Long Term Care.**

Competitive salary and benefit package. Interested candidates should contact:

**Kathy King, RN, NHA**  
**(570) 453-5105**

You can also visit our website at [www.diakon.org](http://www.diakon.org)

EOE M/F/D/V

**INDUSTRIAL ELECTRICIAN**

Heavy manufacturer of military and commercial metal parts requires an Industrial Electrician. This position comes with a full benefits package which includes medical, dental and life insurance pension, 401K, 12-paid holidays, and the pay will be \$17.58/hour. Applicants must be able to work with all levels of electricity. Knowledge is necessary in complex industrial equipment, i.e., motor controls, robotics, material handling, etc. Must be able to install industrial type equipment using knowledge of machine installation, such as controls, conduit, and wiring. Must be able to read, implement and modify schematics. Knowledge of programmable controls is a plus. Two-year trade school graduate or equivalent with a minimum of two-year industrial background is required.

Please send resumes to:  
**Louise Pawlowski**

**Chamberlain Mfg. Corp.**  
156 Cedar Ave., Scranton, PA 18505  
EOE M/F/D/V

**HUMAN RESOURCES ADMINISTRATION**

A progressive local company has two full time openings in Human Resources Administration.

**Clerical** - Responsibilities include benefits administration, record maintenance, worker's comp. administration, communication with employees and management. Applicants must have good typing and computer skills, good phone skills, and a willingness to assist their fellow employees.

**Recruitment Officer** - Responsibilities include writing and running employment ads, scheduling interviews, screening applicants, assisting in employee orientation, attending job fairs, preparing promotional materials and displays. Two years experience or training in Human Resources Administration is preferred.

Both position require PC literacy and a working knowledge of Microsoft Office. Please send resume and salary needs along with business references to:

**BOX 3334**  
**TIMES LEADER**  
15 North Main Street  
Wilkes-Barre, PA 18711

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

Complete an application at:  
**TIMES LEADER**  
90 East Market Street  
Wilkes-Barre, PA

**FULL TIME**

Hours are 8:00AM-4:30PM, Monday-Friday. Starting at \$7.75/hour.

**Duties include:**

- ◆ Shipping and packaging of samples & displays
  - ◆ Sending out literature
- Phone & computer skills helpful

Medical/dental benefits after 90 days. send resume to:

**BOX 3343**  
**TIMES LEADER**  
15 North Main Street  
Wilkes-Barre, PA 18711 EOE

**RETAIL ADVERTISING ACCOUNT EXECUTIVE**

THE TIMES LEADER Retail Advertising Department is seeking a self-motivated individual to fill the position of Retail Advertising Account Executive.

**Responsibilities Include:** Make sales calls and service advertising accounts in a local territory; establish rapport with business owners and managers; serve as a media consultant making presentations and using research, surveys and other demographic information to help accounts grow their business. Exceed revenue goals.

**The ideal candidate must** be self-motivated, goal driven, aggressive, ambitious, have excellent communication skills, thrive on competition; work well under deadline pressure. Newspaper and other media sales experience desired. Other related sales experience will be considered. Must have proven track record of success. College graduate with degree in advertising, marketing or other related field preferred. This full time position offers an excellent benefit package.

To apply, send resume and cover letter to:  
**Claire Schechter**  
Retail Advertising Manager

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

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

**MODERN PLASTICS**

Come Grow With Us!

**MACHINE OPERATOR**

Woodworking factory needs edgeband operator: Will train. CNC experience helpful, must have good understanding of machinery, read prints, pay attention to details, knowledge of machinery and operations.

**SHIPPING CLERK**

Duties include shipping, receiving, various warehouse duties. Must be able to drive a forklift.

**OFFICE & FACTORY CLEANING PERSON**

Duties include daily cleaning of factory areas and offices.

**WE OFFER:**

- Excellent wage rate
- 401(k) pension plan
- Personal days
- 100% paid tuition machine schooling program
- Co. paid employee health insurance
- Co. paid holidays
- Liberal vacation schedules

**Must Apply In Person**

Mornings only at:

Modern Plastics Corp. 152 Horton St., W-B

**SALES PERSON**

Our Client, a successful growing new and used auto dealer serving the Scr-WB market is seeking a results oriented sales person. The successful candidate will have good communication skills, above average practical judgment, be personable and willing to learn. Sales experience a plus. We offer a positive work environment, and an outstanding compensation and benefit package including paid vacation, insurance, 401K and continuing training. If you make a professional appearance and enjoy helping people, send or fax your resume today to:

**G.H. GROVES & ASSOCIATES, INC.**  
P.O. BOX 368  
TUNKHANNOCK, PA 18657  
FAX: (570) 836-2471

**EXCELLENT CAREER OPPORTUNITY**

for a full time...

**Assistant Director of Nursing**

Touching lives... in a world where health care has made remarkable technological advances, it is the "human touch" that makes the real difference. Beverly Healthcare/ Carpenter Care, a rural 124 bed LTC/ JCAHO accredited facility is seeking a qualified ASSISTANT DIRECTOR OF NURSING. Applicants must have a Pennsylvania RN license with LTC experience and management qualities. This position requires knowledge of state, federal and JCAHO guidelines with knowledge of MC, MA, and MDS-2 along with basic computer skills:

- Benefits include:
- Excellent benefits package
  - 401K pension plan
  - Tuition reimbursement
  - Paid vacation
  - Nice place to work

**WE ALSO HAVE THE FOLLOWING AVAILABLE:**  
STAFF DEVELOPMENT CO-OR  
RN, LPN FULL TIME - \$2,000 Bonus  
★ RN- 7-3 & 11-7 Shift - Full Time  
★ RN • LPN • CNA Positions  
Offering CNA Classes/ Inquire Now  
836-5166

Please send resume to:  
**Beverly Healthcare**  
Attention: **Erica Evans, DNS**  
300 Virginia Drive  
Tunkhannock, PA 18857



E.O.E. Drug Free Workplace M/F/D/V

**★ SALES ★**  
**★ TERRITORY ★**  
**★ MANAGER ★**

Cleveland Brothers Equipment Co., Inc., the Caterpillar dealer for Central and Northeastern Pennsylvania, has general construction equipment sales representative positions available in our Northeastern Pennsylvania Region.

We are looking for individuals with a minimum of five years of sales experience in the construction industry. Applicants should be highly organized and motivated. Responsibilities would include support of existing accounts, and expanding business within the territory by promoting sales, leasing and rental of new and used Caterpillar equipment.

Offering and aggressive compensation and benefits package.

For confidential consideration, please send a resume to:

**Bill Hitchcock**  
Cleveland Brothers Equipment Co., Inc.  
P.O. Box 1132  
Wilkes-Barre, PA 18703  
A Drug Free Workplace  
Affirmative Action Employers  
M/F/D/V

**SALES & MARKETING**

Fast-paced, growing, national financial services firm needs

**Sales/Marketing Assistant**

fluent in Microsoft office, database experience & sales/marketing exp. desired. Salary & bonus. Fax or send resume to:

**303 Market St.**  
**Kingston, PA 18704 or**  
**287-8400 att: MPC**

**ACCOUNT EXECUTIVE**

WBRE-TV has an immediate opening for an Account Executive. Candidate must be well-organized, excellent written and oral skills and possess a keen desire to win. Must be able to develop strong - client and agency relationships. Computer and internet experience a plus. Please send cover letter and resume to:

**Paul Smedley, LSM**  
**WBRE-TV**  
**62 S Franklin Street**  
**Wilkes-Barre,**  
**PA 18701**  
**E.O.E.**

**MAINTENANCE**

Immediate opening for a organized and self-motivated individual in our maintenance department. Experience in general maintenance, painting, and carpentry required. Monday through Friday - 40 hours. To schedule a confidential interview, call John Korgeski at:

**MotorWorld**

150 MotorWorld Drive Wilkes-Barre, PA 18703  
(570) 821-3759  
E.O.E.

**AUTOMOTIVE SERVICE TECHNICIANS & SERVICE ADVISORS**

The Service Department at MotorWorld has immediate openings available for Service Technicians and Service Advisors. We offer a fast-paced, professional work environment along with an excellent compensation and benefit package. To schedule a confidential interview contact: Joan Reilly at: 570-821-3730

**MotorWorld**

150 Motorworld Drive Wilkes-Barre, PA 18703  
E.O.E.

**CUSTOMER CARE REPRESENTATIVE**

Candidate must be a high school grad, computer literate, able to navigate in a windows environment, and possess excellent customer service and verbal skills. Spanish helpful but not necessary. Infant Portrait Express would like to jet start your career.

**Call 675-2414**

**FURNITURE INSTALLATION /DELIVERY**

Leading area office supply distribution center is seeking a qualified individual to deliver and assemble office products in the Pittston area. Applicants must hold a valid driver's license, have a good driving record, be able to lift 75 lbs. consistently, and possess the ability to successfully interact with customers. Basic mechanical ability will also be required for furniture assembly. Previous experience in office furniture installation, specifically experience with Hon panel systems, is desired. We offer competitive wages and excellent benefits package. Please apply in person at:

**Corporate Express**  
1200 Sathers Drive, Pittston, PA 18640

Applications will be accepted M-F between the hours of 8:00 a.m. and 5:00 p.m.

**KLEIN**

**WHOLESALE DISTRIBUTORS ACCOUNTANT**

Large local distributor seeking full time Accountant. Duties include preparation of monthly tax & information returns, assisting in financial statement preparation as well as other misc. accounting duties assigned by the controller. Must have strong analytical skills and be self-motivated. 1-3 years experience preferred. Send resumes to:

**Klein Candy Co.**  
PO Box 1450, Wilkes-Barre, PA 18703-1450  
No phone calls please / EOE

**COST**

**ACCOUNTANT**

Chamberlain Manufacturing Corporation, a leading manufacturer of military and commercial metal products, has an opportunity for a Cost Accountant. The position requires a Bachelor's Degree in Accounting and a minimum of three (3) years cost accounting experience in a manufacturing organization. The incumbent will develop cost accounting standards for material, labor overhead, participate in month-end closing activities and support operations in cost analysis and inventory reconciliation. Responsible for budgeting, forecasting and special projects. Individual must have strong written and oral communication skills, as well as analytical, problem-solving and time management skills. Must be proficient in Microsoft office products and MRP/ERP applications.

Chamberlain offers a competitive salary along with an excellent benefits package which includes health care, tuition reimbursement, pension plan, 401K, paid holidays and vacation.

Please send resumes to:  
**HR Manager**

**Chamberlain Mfg. Corp.**  
156 Cedar Ave., Scranton, PA 18505  
EOE M/F/D/V

**GROTTO PIZZA HARVEY'S LAKE**

**All Positions**

Grotto pizza and the Grand Slam Sport Bar at Harvey lake is looking for;

- Servers
- Bar tenders
- Delivery drivers
- Cooks
- Bakers
- Bus person & more

Apply in person today and be apart of our summer season.  
EOE.

**Enjoy The Convenience Of Home Delivery.**

**The Dallas Post**  
**829-5000**