

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.

ACADEMIC DEAN/ GUIDANCE COUNSELOR
Bishop O'Reilly High School
There is an immediate opening for the full-time position of Academic Dean/Guidance Counselor. Secondary school certification and interpersonal, organizational, and communication skills are required. Send letter of interest, resume and credentials to Susan Dennen, Principal, Bishop O'Reilly High School, 316 N. Maple Ave. Kingston, PA 18704. Deadline August 19

Transcript Evaluator
Education Direct, a Thomson Company, the world's largest accredited provider of offsite career training and degree programs, is seeking a full-time transcript evaluator for degree programs for the 9:15 A.M. to 6:00 P.M. shift. This individual will evaluate transcripts for possible transfer credit into Associate, Bachelor's, and Master degree programs. Candidates must have a minimum BS in Business, Education, or Allied Health. Experience with PC applications is required. The position requires excellent phone, oral, and written skills along with superb information retention skills and attention to detail.
The position offers a comprehensive salary/benefit package including:
• Medical, Dental, and Vision plan
• Tuition reimbursement opportunities
• Vacation, Sick days, and Holidays
• 401 K Retirement Plan
• Education Direct program discounts
For immediate consideration, send cover letter and resume with salary requirements to:
THOMSON
EDUCATION DIRECT
formerly Harcourt Learning Direct
925 Oak Street
Department TrEv
Scranton, PA 18515
No Phone Calls Please
EOE/AA M/F/D/V

THE BLOOMSBURG HOSPITAL
BH
NURSING OPPORTUNITIES
The Bloomsburg Hospital has immediate opportunities for **RNs in the following:**
O.R.- Trained First and second shift - Full-time, part-time and PRN.
ICCU: 3pm- 11pm & 11pm- 7am- F/P time
MED-SURG: 3pm-11pm, 11pm - 7am FT/P
OB: 3pm- 11p & 11pm- 7am- F/P time
E.R.: Weekends
PSYCH: 3:00pm - 11pm & 11pm - 7am - Part time & PRN
♦ Extra Compensation for Charge Duties
♦ Highest shift & weekend differentials in the area
♦ Specialty Unit Training
♦ Paid Orientation
♦ Flex Scheduling
FT fringe benefits include paid health, dental and life insurance, paid time off for vacation, sick and holiday/personal, and pension plan.
Benefit package for part-time positions includes participation in health insurance, paid time off for vacation and holiday/ personal benefits.
Please 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


SUPERVISOR
We are seeking an energetic, detail-oriented person who will be pro-active and can lead by example. Supervisor will support the program manager in developing a team of highly effective customer service representatives. The supervisor will monitor and coach reps to achieve peak performance. In addition, the supervisor will perform many of the day to day functions of program management and administration.
Successful candidates will possess the following:
• Able to work 12:30 am to 9:00 pm, Monday - Friday
• Proven personnel supervision and organization skills
• Previous customer service / call center experience in a supervisory role
• Excellent verbal and written communication skills
• Demonstrated experience with the MS Office package.
If you are seeking a challenging career opportunity, fax your resume with cover letter and salary history:
Attn: Nick Rompilla
(610) 871-3345
or email: rompilla@telrx.com
600 Lasley Ave.
Wilkes-Barre, PA 18702
Telrx

HOME HEALTH
Registered Nurse
Moses Taylor Hospital
is seeking Full Time registered nurses for its Home Health Department.
Qualifications: Current Pa license required; must possess valid PA driver's license as well as safe driving record and be willing to use your own vehicle; Home Health experience preferred; 1 yr Med/Surg experience preferred; must be capable of working independently and exercising sound judgement in home environment.
Physical Therapist
Moses Taylor Hospital
has an immediate full time position in its home health service for a **Registered Physical Therapist**. No Acute Care rotation required. All applicants must be PA licensed. 1 year Home Health experience preferred. Must possess valid PA driver's license as well as a safe driving record and be willing to use your own vehicle.
We offer a competitive starting salary. On-site childcare facilities available. Apply to
Moses Taylor Hospital
Human Resource Department
700 Quincey Ave. Scranton, PA 18510
Phone: (570) 340-2027
Fax: (570) 340-2742
smcdonald@mt.h.org
EOE M/F/V/H
Moses Taylor Hospital is a drugfree workplace

WAREHOUSE FORKLIFT DRIVERS
F/T & P/T
GREAT JOBS
SIGN ON BONUS!
Join Staff Management at our client's premier facility in Mehoopany. We now offer skilled positions and ALL of the training provided!
♦ Start immediately
♦ Weekend shifts too
♦ All shifts available
♦ No experience nec.
♦ Shift differentials
♦ Must be at least 18
♦ Up to \$9.50 per hour
♦ Weekly paycheck
Call to schedule an interview!
800-984-3488
ext. 111-578
Or apply online at:
www.sm.peoplescout.com
Media Code: 111 Job Code: 578

CLIENT SERVICE
Distribution service bureau w/corp acnts req contact for contracted order processing, call center and shipping operations. Individual must be capable of working w/client directly to satisfy data/system and /or service requirements or new initiatives.
Experience to include: data entry, inventory, billing & spread sheets, customer service and IT (queries, DB Import/Export and formatting). AS/400 exp. a plus. Salary position to include: Hlth, 4019K), Paid H,P,S, & V days. Send resume and letter w/salary req to:
Dept CSCR
POB 78600
W-B, PA 18773-7600.

REGISTERED NURSES
Tyler Memorial Hospital has immediate openings for Registered Nurses. Consider becoming part of our team to create a healthy community by providing patient-focused health care.
Medical/Surgical Department- RN- Part time 11:00 p.m. to 7:00 a.m.
LPN- Full time 11p.m. to 7a.m.
Emergency Department - Full time 7a.m to 7:00p.m.
ICCU- Full time 7p.m.- 7a.m.
OB- Full time 7:00p.m. to 7:00a.m.
OR- Full time days
Must have current PA license. Willing to train RNs interested in OB, OR and ICU.
\$1,000 SIGN ON BONUS
Tyler offers competitive pay & benefits. Please send resume or apply in person:
Human Resource Department
Tyler Memorial Hospital
880SR 6W
Tunkhannock, PA 18657
Fax: (570) 836-0393
E-mail: jastylert@epix.net
EOE

SOFTBALL COACH
RESPONSIBILITIES:
Organize, develop and coach all aspects of the varsity softball program. Actual competitive season is from February 1 through May 1. Responsibilities will include pre-season conditioning, Modified Fall season, administrative duties, recruiting, and related activities.
QUALIFICATIONS:
1-3 years of successful coaching experience, demonstrated capability in motivating student-athletes athletically and academically. Bachelor's degree, and knowledge of NCAA rules preferred. High ethical standards, strong commitment to excellence, and organizational skills required.
SALARY: Commensurate with qualifications. Application deadline: applications being accepted now for the 2002-03 season.
For additional details please contact:
Dr. Mary Jo Gunning
Dir. of Athletics & Recreation
570-961-4724

Marywood UNIVERSITY


MANAGING EDITOR SUNDAY DISPATCH
An immediate full time position is available with The Sunday Dispatch, northern Luzerne County's community weekly newspaper. The successful candidate for this position must possess excellent English and grammar skills and a full understanding of journalistic style. The person must be an excellent typist and have demonstrated ability to paginate newspaper pages using Quark Xpress software. Knowledge of Adobe Photoshop is a plus.
If you are eager, energetic and love the publishing industry, we have the career move for you. We are looking for career minded individuals with great communication, organizational and computer skills along with leadership abilities. We offer a great benefit package, excellent earnings and the opportunity for advancement.
If you are ready for a challenging career move send your resume to:
Tom Bubul
General Manager
Sunday Dispatch
109 New Street, Pittston, PA 18711

ACCOUNT EXECUTIVE REAL ESTATE SALES
The Times Leader Classified Department is currently seeking a highly motivated, customer-oriented Real Estate Specialist. The individual we are seeking will be able to work within daily deadline, possess good time management and communication skills and have the ability to meet and exceed goals. The successful candidate will be a team-oriented, proven sales professional with a desire to work with realtors, builders and mortgage service companies.
This full time position also includes mileage and cell phone reimbursement and a full Benefit package.
To apply: send your cover letter and resume to:
Tony Fino, General Manager
Home & Commercial Properties Magazine
15 North Main Street
Wilkes-Barre, PA 18711-0250
We are an equal opportunity employer committed to diversity in the workplace.

SHOP HELPER
Construction Company is seeking a Helper to assist Mechanic with Heavy and Light Truck Maintenance. Experience helpful but not necessary. Excellent benefits and 401(k) Rate commensurate with experience. Call for interview
570-883-9522

CUSTOMER SERVICE
U.S. Foodservice has an opening for a customer service rep. Responsibilities include telephone sales, handling customer service issues and monitoring customer files. Candidate must have 2 years inside sales experience, demonstrated organizational skills, and excellent phone etiquette. Experience with an AS 400 system preferred. When applying request number 02-0029. MUST be referenced. Resume will be accepted until 8-18-02. Forward resume to:
US Foodservice
13 Rutledge Drive
Pittston, PA. 18640
Attn: HR/02-0029
Email: adavis@usfood.com
(Word format only)
M/F/D/V E.O.E.

Rapidly expanding manufacturing company is looking for dependable, creative, and skilled employees. Work is available for full time & part time. Positions available include management trainees, graphic arts, shipping, production and customer service. Internships are encouraged. Call (570) -875-2207 ext. 130 for an interview

Grotto Pizza
the areas largest pizza & casual dining restaurant since 1953.
is looking for individuals to learn our tradition of Pizza Baking. Experience helpful but not necessary we will train.
A variety of shifts available at our 3 Luzerne county restaurants. Part time or full time. Apply in person at.
Grotto Pizza - Harvey's Lake
Grotto Pizza - at the Gateway Shopping Center - Edwardsville
or **Grotto Pizza**
outside the Wyoming Valley Mall
EOE

the legendary taste

ALLIED SERVICES
CERTIFIED ATHLETIC TRAINER
Allied Services John Heinz Institute has a full-time Certified Athletic Trainer position available. Minimum one-year experience required and must possess NATA certification class A PA certificate. This position will be working in the Nanticoke area. Valid PA driver's license is required.
Allied Services offers a competitive salary. If interested, please send resume to:
Allied Services
Human Resources Dept.
100 Abington Executive Park
Clarks Summit, PA 18411
E.O.E.

INSURANCE PRODUCERS - AGENCIES WANTED
Confidential Inquiries
jsink@1stfederalbank.com

BRANCH MANAGER
NATIONAL CASH ADVANCE
National Cash Advance, the national leader in the cash advance industry, has an immediate need for a Branch Manager in our Wilkes-Barre Location. The company has grown to over 1,500 branch in just 4 years due in large part to the leadership and direction provided by our front line managers. This position requires the following:
♦ 2+ years experience in retail management.
♦ Sales or collections experienced desired, but will consider all motivated individuals.
♦ Able to coordinate and direct store operations and personnel in order to meet company objectives.
♦ Excellent communication skills.
CUSTOMER SERVICE POSITIONS ALSO AVAILABLE
We offer medical dental, life, 401(k) with company match, and paid time off in the first year to our full time employees. We're closed on Sundays and there are no late hours.
Balance your life and career in an environment that's never boring! Don't miss this chance to join a dynamic and growing company that could hold your future. You can fax, mail or email your resume to:
National Cash Advance
c/o Terri Oreck
851 Scranton/ Carbondale Hwy
Dickson City, PA 18508
Fax: (570) 963-5174
email: toreck@advanceamerica.net
Equal Opportunity Employer

DENTAL ASSISTANT
A full time position is available at the Monroe-Noxen Health Center in Noxen, PA X-Ray certification is needed. Full Benefit package. Send resume to:
Human Resources Rural Health Corporation of NE Pa.
1084 Route 315
Wilkes-Barre, PA 18702-7012
Fax (570) 825-8990
EOE M/F/V/H AA

EXPERIENCED MASONS
For Concrete Must be able to lay block, pour & finish floors, etc. Must have own transportation. Call 477-2182

PACKERS
Packing paper products in Meshoppen area. 6:45 AM-3:15 PM
ACTION PERSONNEL SERVICES
1622 Main St., Dickson City, PA
Call Marion or Dina
383-0243

CDL CLASS A DRIVER
Driver wanted for occasional local driving. Ideal for retired person.
Please call Ken.
829-3681