

DALLAS POST CLASSIFIEDS

UNITED METHODIST HOMES
Wesley Village Campus
 Are you an exceptional RN, LPN or CNA seeking a career in a warm and friendly environment? Then, join us for our

NURSING OPEN HOUSE

United Methodist Homes
 Wesley Village Campus
 209 Roberts Road
 Pittston on
 Thursday, Sept. 12th
 From 9am to 3pm

FROGGY personalities
 "DOC & JULIE"
 Will be live at our facility from 10am to 12 noon.
 REFRESHMENTS will be served throughout the day.

If you present your current and valid Pennsylvania Nursing license or certification at the Open House, you will be eligible to receive a \$25.00 gift certificate for the Wyoming Valley or Viewmont Malls.

Come join in the fun!
 Tour our Facility!
 Meet with our professional team!
 Call 655-2891 for directions and more information.

SECOND & THIRD SHIFTS
SALES PERSONS NEEDED. \$7.00 /Hr.
ALSO NEEDED SHIFT SUPERVISORS \$8.00/Hr
 College tuition reimbursement available.

Apply in person at:
SHEETZ
 Trucksville/Dallas
 696-4836

DIRECTOR OF EQUIPMENT FINANCE

Clarion Financial, a newly formed company, is seeking a Director of Equipment Finance. This exciting new position is an opportunity to join in the planning, start up, and management of an equipment financing company.

The successful candidate will have a bachelors degree in Business or related field or an equivalent combination of experience/ education; must have experience in equipment leasing; and possess excellent communication, computer, and interpersonal skills. Interested candidates should submit a cover letter and resume with salary requirements to:

Clarion Financial
 Human Resources Department
 11 Bear Creek Blvd.
 Wilkes-Barre, Pa. 18702
 Fax: (570)820-3445


Bishop O'Reilly High School has an immediate opening for a full time

CHEMISTRY/PHYSICS TEACHER

Please call or send resume to:
 Miss Susan W. Dennen

Bishop O'Reilly High School
 316 N. Maple Ave.
 Kingston, PA 18704
 570-288-1404 ext 322

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.
Various shifts available.

Education Direct offers the following benefits:

- Paid Vacation, Sick, Holidays, and Personal Days
- Liberal Education Direct Program Discounts
- 401 (k) Retirement Plan
- 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:

Manager of Human Resources
 Education Direct
 Dept. CS
 925 Oak St.
 Scranton, PA 18515

THOMSON
 EDUCATION DIRECT
 formerly Harcourt Learning Direct

EOE/AA M/F/D/V

CUSTOMER SUPPORT REPRESENTATIVE

United One Resources, Inc. is seeking a conscientious, detail-oriented team player to join the staff at our corporate headquarters in Wilkes-Barre in Wilkes-Barre. Responsibilities include customer service, data entry, and office support. Hours will be from 10am to 6pm to 8:30am to 5pm. Candidates should possess a positive attitude, excellent customer service skills and have experience with windows-based computer applications. Previous real estate, mortgage or banking experience a plus. Interested candidates should forward a resume, including salary history to:

United One Resources, Inc.
 PO Box 390
 Wilkes-Barre, PA 18703
 Fax: 570-824-7180
 E-mail:
 lgardner@unitedonerresources.com

McCarthy Tire Service Co. Inc.

McCarthy Tire Service a leader in the commercial tire industry with state-of-the-art service and manufacturing facilities servicing Pennsylvania.

Now accepting applications for the following positions:

- TRUCK TIRE SPECIALIST
- TRUCK & TRACTOR MECHANICS
- AIR CONDITION MECHANICS
- WELDERS/ RADIATOR SPECIALISTS
- AUTOMOTIVE MECHANICS
- CAR WASH ATTENDANTS
- MANUFACTURING LABORS

Complete benefit package including BCBS, paid vacation, paid holidays, 401K. Apply in person:
 340 Kidder St., Wilkes-Barre

WOW!

Temporary Positions at: TELERX

TELERX is offering a unique holiday assignment running from October thru December.

We are seeking customer service representatives for the Confections & Snacks division of Nestlé USA.

You will respond to questions from consumers about chocolate, baking, recipes and more.

To take advantage of this opportunity you must have:

- Customer service experience
- Computer literacy
- Good oral and written communication skills
- Love of baking (well be using your skills in our kitchen)

TELERX WILL OFFER:

- Competitive wages
- Great work environment
- Completion bonus
- Convenient location (Hanover industrial Pk)

Please hurry! Full time shifts are still available between the hours of 11:30 am-8pm M-F

If you are interested in our temporary positions stop by and fill out an application, fax or email your resume, or give us a call.

Telerox
 600 Lasley Ave., Wilkes-Barre, PA 18706
 Phone: 570-301-5084 Fax: 570-301-5044
 Email: jobswb@telerox.com

MANAGEMENT & TRAINING CORPORATION

at the Keystone Job Corps Center, in Drums, PA has immediate openings for this position:

RESIDENTIAL ADVISOR ON CALL

Position with possible full time availability immediately.

Act 34 Criminal Background Check and PA Child Abuse History Clearance required.

For information regarding this position and an employment application, please call:


Kelly J. Yahner
 Manager, Human Resources
 (570)788-0241
 9-13-02
 Equal Opportunity Employer M/F/D/V

LPNs

Available positions full time & part time on 3pm to 11pm & 11pm to 7am shifts. Call for experienced rates & benefits.

LITTLE FLOWER MANOR & ST. THERESE RESIDENCE
 200 South Meade St.
 Wilkes-Barre, PA 18702
 (570) 823-6131
 E.O.E.

MARKETING REP
Medical Staffing Solutions



is seeking Aggressive self-starter to expand its client base. Candidate will work out of our Hazleton Branch office. Candidate will cover an 8 county area with assistance from the Exton, PA branch office. Potential for six-figure income with proposed base and commission structure. Full benefit package including travel allowance. Agency seeking experienced dissatisfied employee who could bring an existing customer base. We will entertain qualified experience sales personnel with no prior health care experience. Interested candidates call 800-873-8802 ext 292 or fax resume to 610-594-5598 attention to Rick Jewell

ROAD WORKER

Kingston Township is seeking applicants for the position of Road Worker with the Kingston Township Public Works Department. Applicants must have a valid PA Commercial Drivers License (CDL) Class B with air brake certification. Class A is preferred, but not required. Applicants must be eighteen (18) years of age and have a high school diploma or equivalent. Prior experience in road maintenance, vehicle repairs, or heavy equipment operation, including a backhoe, wheel loader, paving machine, and snow plowing equipment is desired. Kingston Township residency is required within thirty six (36) months of hire. Applicants must also demonstrate ability to comply with the essential job functions as listed in the position description.

Application forms and position descriptions are available at the Township Manager's Office, 180 East Center Street, Shavertown, PA 18708. Completed applications forms must be returned to this address no later than 4:00 p.m. Wednesday, September 25, 2002.

Kingston Township offers a competitive salary schedule and an excellent benefit package. Kingston Township is an E.E.O. and A.D.A. employer

SECRETARY

professional office, M-F full time, typing & other clerical duties, salary commensurate with experience reply :

P. O. Box 150
West Pittston,
Pa. 18643

ACCOUNTS RECEIVABLE SUPERVISOR

Local company seeks an A/R Supervisor with 5+ years experience in A/R supervision involving direct collections. Responsible for supervising the reconciliation of accounts and preparation of monthly A/R reports. Strong customer service skills and experience with excel and Word required. Accounting degree preferred. If interested, send cover letter, resume, and salary requirements to:

BOX 3504
TIMES LEADER
 15 North Main Street
 Wilkes-Barre, PA 18711

PHARMACIST TECHNICIAN

MOSES TAYLOR HOSPITAL

has an immediate opening for full time and full time/part time **Pharmacist Technician** in our Pharmacy Department. We offer an attractive starting salary based upon experience and a comprehensive, flexible benefits package including on-site day care and tuition reimbursement. Apply with resume to:

Moses Taylor Hospital
Human Resources Dept.
7800 Quincy Ave.
Scranton, PA 18510
(570) 340-2027, (570) 340-2742 fax
smcdonald@mth.org
EOE M/F/V/H

Moses Taylor Hospital is a drug-free workplace

PURCHASING MANAGER

Offset Paperback Mfrs., Inc., one of the largest manufacturers of mass-market books in the world is accepting applications for the position of **Purchasing Manager**.

Expected education, skills and experience:

- * Bachelors degree in business.
- * Computer literate in Word & Excel; Access a Plus.
- * 5 years purchasing management experience in manufacturing and preferably in the printing industry.
- * Contract negotiation and procurement experience required.
- * Supervision of staff required.

If you are interested and want to be considered for this management opportunity, please send your resume including salary history to:


Personnel Manager
Offset Paperback Mfrs., Inc.
P. O. Box N Dallas, PA 18612
Fax - 570-674-9331
Email - hr@opm.com
 E/O/E

The Ground Round

has unique employment opportunities at all levels for our newest restaurant opening behind the Wyoming Valley Mall. Opportunities for the following FT/PT hourly positions include:

Kitchen Supervisors
Cooks
Dishwashers
Servers
Host/Hostess

Applications are being accepted beginning on August 19th. Apply in person at 280 Mundy Street! Come join a winning team.



E.O.E.

NEWSPAPER PAGINATOR

Newspaper paginator, responsible for finishing the computer production of newspaper pages in close consultation with design editors. As such, this is evening work with shifts beginning around 5 pm. Weekend work required. Flexibility a must. The successful applicant will be proficient in the use of QuarkXPress on the Macintosh computer. Experience with Adobe Photoshop is also a plus.

Call Diana Kurutz at:
TIMES LEADER
(570) 829-7253
We are an equal opportunity employer committed to diversity in the workplace.

STAFF WRITER
Sunday Dispatch

An immediate full time staff writer position is available with the Sunday Dispatch, northern Luzerne County's community weekly newspaper.

Duties include, but are not limited to, all phases of reporting and production of stories and features related to coverage of the Sunday Dispatch circulation area.

The qualified applicant must possess a minimum of an Associate's degree in journalism, communications or English, a knowledge of events and people in the readership area, photo and Macintosh computer skills. A working knowledge of Quark, Quark Express and PageMaker is a plus.

We offer a great benefit package, excellent earnings potential and the opportunity for advancement.

If you are ready for a challenging career move send your resume to:

Ed Philbin, Managing Editor
Sunday Dispatch
 109 New Street
 Pittston, PA 18640
 The Times Leader is an equal opportunity employer dedicated to diversity in the workplace.

DIRECTOR of PLANT OPERATIONS

Candidates should have prior hospital management/supervisory experience and be familiar with JCAHO standards and state facilities requirements. Safety/security officer experience preferred competitive wages - and benefits provided Interested candidate should forward resume to:

LOCK HAVEN HOSPITAL
 HR department
 24 Cree Dr Lock Haven, PA 17745
 or via fax 570-893-5216
 email: hr@lhospital.com

Special Notices 240

TOBY'S CREEK ANTIQUES
WE BUY ESTATES

Got Time On Your Hands?
 Need To Entertain Someone
 For A Couple Of Hours?
90 Dealer Co-Op Loaded With Upscale Antiques.

¼ mile from Hillside Farms Dairy (yum-yum)
 Route 309 & Hillside Road, Trucksville
 Open Daily
 www.tobycreekantiques.com
 Exit 170B Off I-81 **696-4305**

Help Wanted 270

SERVICE MANAGER
For Industrial, Commercial & Lawn & Garden Equipment

Seeking individual to be hands on leader involved with service. Good supervisory skills necessary. Managerial and mechanical background preferred, but will train. Must be self-motivated, aggressive and have good customer relations. Some computer knowledge preferred. Uniforms and benefits negotiable.

Apply within:
LEHMAN POWER EQUIPMENT
 Rt. 118 Lehman

PHARMACISTS-PER DIM
NEWLY REVISED PER DIEM PAY SCALE

Wyoming Valley Health Care System- Hospital has immediate opportunities on all shifts for pharmacists to work per diem hours. The successful candidates must have a Pennsylvania license and be familiar with I.V. admixtures and unit - dose medication. We offer an excellent working conditions in technologically advanced facilities, flexibility in scheduling, and competitive pay rates. Become a part of our talented, dedicated team. For immediate consideration, forward your resume to:

Wyoming Valley Health Care System
 HR Division
 W-B General Hospital
 575 North River St.
 Wilkes-Barre, PA 18702
 or Fax: (570) 552-8876
 Email: bhalesey@wvhcs.org
 Website:www.wvhcs.org
 E.O.E. M/F/D/V


RESTAURANT
Grotto Pizza

the areas favorite pizza & casual dining restaurant since 1953 Currently has immediate openings available for the following:

- ♦ Servers
- ♦ Cooks
- ♦ Bakers
- ♦ Bus Persons
- ♦ Hostesses
- ♦ & more!

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



INSTRUCTOR

Education Direct, has an immediate opening for a part-time off-premise instructor to evaluate High School English examinations at home.

A bachelor's degree in English is required. Experience in grading compositions and essays is helpful.

Education Direct is the world's largest accredited provider of distance learning programs. Please send resume to:

Human Resources Department
THOMSON
EDUCATION DIRECT
 925 Oak Street Dept EDU
 Scranton, PA 18515
 NO PHONE CALLS PLEASE
 EOE M/F/V/D

CNA
 for adult day care ctr.
 PT or FT, \$10+ per hr.
 dep. on exp.
Call 675-1592
 ★★★★★★