



THE DALLAS POST CLASSIFIED

Sell a car
Find a job
Buy a house
675-9087



MISERICORDIA UNIVERSITY

Misericordia University is currently accepting applications for the following positions:

Project Manager

Facilities Planning, Design and Construction

The Project Manager, Facilities Planning, Design and Construction main will be responsible for directing the institution's efforts in planning, designing, constructing and renovating its physical plant facilities and planning, directing, and coordinating activities of designated project to ensure that goals or objectives of project are accomplished. Ideal candidates will have related experience with space and facilities project planning and management and experience in planning, coordinating, and overseeing projects, moves, and construction efforts. Knowledge of codes and standards, architectural, mechanical and electrical systems, as well as competency in budgeting, negotiating, and cost control is necessary. The qualified candidate will have excellent problem solving, time management skills and will be detail oriented, self-directed, and possess the ability to handle multiple assignments in a professional and efficient manner. Experience with basic computer software in a Windows environment is required and demonstrated capability with computer-aided design program would be helpful. A Bachelor's Degree in Engineering, Architecture or related field; Master's degree (M.A.) or equivalent would be helpful; or six to ten years related experience and/or training; or equivalent combination of education and experience.

Staff Nurse - Part Time

The Student Health Services Center is seeking candidates who possess an R.N. license for a 10 month (August 15th-May 15th), part-time Staff Nurse opening. Prior experience in an educational health care system is desired. Current CPR and First Aid Certification are required along with the ability to preserve confidentiality of sensitive information. Qualified candidates must demonstrate excellent organizational, communication and interpersonal skills in order to establish and maintain a comfortable rapport with students, staff and clients. The ability to exercise tact and diplomacy while serving as a liaison between the university community, hospitals and other outside agencies is essential. The hours of work are Monday through Friday from 12:30 p.m. to 4:30 p.m., however the ability to work flexible hours, which may include some evening or weekend work, is required.

Student Services Coordinator

The full-time position of Student Services Coordinator is responsible for providing quality service to non-traditional, graduate, undergraduate, special, and prospective students for educational programs in various locations and formats. A bachelor's degree and two to four years related experience and/or training, or equivalent combination of education and experience, are required. A fifth year college or university program certificate and experience working with adult learners are preferred. Candidates must have the ability to communicate effectively, have proficient writing skills, be detail oriented, and demonstrate a capacity to work on several projects successfully and simultaneously. Computer proficiency and experience with the Internet and basic computer software programs in a Windows environment are required. This position requires some evening and weekend work.

Lead Postal Clerk

Lead Postal Clerk is a full-time position that requires a high school diploma or GED; one year related experience and/or training; or equivalent combination of education and experience.

The primary responsibility of this position is to operate a contract branch of the United States Postal services, which includes sorting incoming mail for distribution, dispatch outgoing mail, provide excellent customer service, and interface with representatives from various constituencies. The qualified candidate will be detail oriented, self-directed, and possess the ability to handle multiple assignments in a professional and efficient manner. Excellent telephone, organizational, interpersonal, both verbal and written communication skills are essential. Strong spreadsheet skills are required and bookkeeping skills preferred. The ability to work some diverse hours at peak times during year and a valid PA driver's license are also required. The employee in this position must occasionally lift and/or move up to 50 pounds. Misericordia University is committed to excellence and actively supports cultural diversity. To promote this endeavor, we invite individuals who contribute to such diversity to apply, including minorities & women.

For confidential consideration, please forward a letter of application and resume to:

Misericordia University
Attention: Human Resources Department
Dallas, PA 18612
or e-mail:
hr@misericordia.edu

The Dallas Post

Call 1-800-273-7130 For Local Pros



LOCAL PROS

Deadline: Monday At Noon

To Advertise
Call Alysia
970-7356

APPLIANCES

APPLIANCE PARTS
WASHER / DRYER / RANGE
REFRIGERATOR
Bring in old part with model # and serial #
APPLIANCE PARTS & SUPPLY
936 Market Street, Kingston
Open 9-4:30-Sat till Noon - 288-5526

GUTTER CLEANING

GUTTER CLEANING
"We hand clean and flush your gutters"
Gutter Protection available
FREE Estimates -
Call 570-586-3986
WWW.GUTTERFOAM.COM

Hilbert's Equipment and Welding

www.hilbertsequipment.com
Your zero turn mower specialists!



Larry Hilbert
Owner

687 Memorial Hwy.
Dallas, PA 18612

Phone: 570-675-3003
Fax: 570-675-9076
kickgras@epix.net



We Keep You Cutting

HOUSEKEEPING

BACK MOUNTAIN HOUSEKEEPING!

RESIDENTIAL ONLY
EXPERIENCED & PERSONAL
STAFF TO SUIT YOUR NEEDS!
CALL: 570-262-7758

LOOKING TO DO HOUSEWORK!

REFERENCES
BACK MOUNTAIN & KINGSTON AREAS
CALL: 570-288-1010

AUTO BODY REPAIR

GIADOSH ENTERPRISES
Complete Auto Body Repairs
1644 Murray St., Forty Fort
Complete Collision On All Makes & Models Established
1975
FREE ESTIMATES
287-4895

HANDY MAN

SMALL REPAIRS
Those you don't get to...those you can't do
HANDY MAN
PROMPT RESPONSE • REASONABLE RATES
FRED (570) 675-0429 Back Mtn Resident 35 Years

ELECTRICIAN

Dave Monk Electric
Licensed Insured
All Types of New or Old Wiring
Repairs / New Services / Phone / Cable
Bucket Truck to 35'
Trucksville (570) 696-1307

CONTRACTOR

Tom Daniels
General Contractor
675-2995
Replacement Windows
direct from factory, custom fit.
Insulation - Clean Up
Licensed & Insured
Business & Residential
25 Years!

GLASS

We Do It All!
Auto • Commercial • Residential
596 Carey Ave., W-B
822-8133

LANDSCAPING

R. HERITAGE LANDSCAPING & MAINTENANCE SPECIALIST
"Quality is a matter of choice"
Full Service Landscaping, Maintenance,
10% OFF of 1st day of service
Now Scheduling Spring Projects
FULL ESTIMATES 570-477-3999

JUNK REMOVAL

1-800-GOT-JUNK?
THE WORLD'S LARGEST JUNK REMOVAL SERVICE



Book online at 1800gotjunk.com
or call 1-800-468-5865.

EXCAVATING

JOHN COOLBAUGH EXCAVATING
Lot Clearing, Dig Footers & Cellars,
Septic Systems, Diversion Ditches
570-388-6007
1-866-567-6769

KITCHENS & BATH

1 CALL DOES IT ALL
Professional Work, Free Design
Services, Financing available
WE SWEAT THE DETAILS SO
YOU DON'T HAVE TO!
Steve 570-287-7385

UPHOLSTERY

MAZURS REUPHOLSTERY
Sofas • Kitchen Sets • Chairs
Boat Seats, Etc.
Free Estimates & Delivery
"We re Here To Serve You"
RD #4 Dallas • 639-1721

CONSTRUCTION

WE DO THAT CONSTRUCTION!
Roofs, siding, bath, kitchen,
additions decks remodeling &
chimneys!
362-0887 / 954-4289

Your Phone Will Ring Off The Hook with a classified ad in The Times Leader.

"Beautiful Ad layout! The ad brought a new auto sale within 1 day and more potential buyers from the Wilkes-Barre Area. Thanks!"
Barbush Auto Sales
Drums

Get Results ...
Call The Times Leader Classifieds Today!
570-829-7130

THE TIMES LEADER
timesleader.com



GRAPHIC DESIGN

The Times Leader, has an immediate opening for an experienced Graphic Designer.

We are offering an excellent opportunity to publish your work while contributing to a part of history for your community. Other opportunities include, but are not limited to, producing ads for our daily and weekly newspapers.

This is a temporary; part time position, however, you may be considered for a permanent position based on current openings and quality of work produced during this time.

Candidate must have at least 1 year of working knowledge of Multi-Ad, Quark Xpress and Photoshop. Mac platform experience is preferred, but not required. You must have excellent communication and organizational skills and able to work well in a team environment.

For immediate consideration, please send a resume to:

Human Resources Department

The Times Leader

15 N. Main Street, Wilkes-Barre, PA 18711

e-mail: cbeynon@timesleader.com

or Fax (570) 831-7364

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

INTERACTIVE SALES SPECIALIST JOIN THE LEADER:

The Times Leader, Luzerne County's #1 Newspaper, has a great opportunity for an Interactive Sales Specialist who will sell on line and convergence advertising for several websites including timesleader.com & weekender.com

The successful candidate will be responsible for sourcing new business, renewing existing accounts, generating additional advertising revenue and working closely with sales management and retail account executives in attaining the company's interactive advertising budget. This is a great opportunity for someone looking to take the next step in a highly respected company with a great brand with **incredible room for growth. Get paid what your worth. Unlimited earning potential: base plus commission.**

Qualifications:

- 2 years of sales experience (preferably media and / or online)
- Four year degree in communications, marketing or related field
- Background / experience in media sales and marketing
- Working knowledge of digital and interactive media
- Strong track record of prospecting, closing, building and maintaining client base
- Good problem-solving skills
- Solid computer and internet knowledge
- An ability to function with limited supervision at a demanding pace
- Superior verbal and written communication skills
- Entrepreneurial spirit and inclination toward taking intelligent risks
- Flexibility and adaptability to rapidly changing environment.
- Ability to work under pressure
- Resourcefulness
- High energy level
- Creativity and eagerness to learn

If you enjoy sales and are challenged by it, plus you are goal-oriented and driven to succeed this can be an exciting job for you. Interested and qualified candidates should mail, fax or e-mail cover letter and resume to:

Human Resources Department
The Times Leader

15 N. Main Street, Wilkes-Barre, PA 18711
e-mail: cbeynon@timesleader.com or Fax (570) 831-7364

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

The following positions are available in the district for the 2007-2008 School Year in the Dallas School District:

Substitutes Custodians / Housekeepers

\$8.00 per hour.

Send letter of interest, application and Acts 34, 114 and 151 clearances to:

Mr. Mark Kraynack,
Supervisor of
Buildings & Grounds
Dallas School District
Box 2000
Dallas, PA 18612
Deadline: 10/31/07
EOE

Substitute School Nurse and Nurses' Aide

RN or LPN license required. Send letter of interest, resume, copy of RN or LPN license, copy of CPR certification, references, Act 34, 151 & 114 clearances to:

Dr. Paul Reinert, Assistant Superintendent
Dallas School District
PO Box 2000
Dallas, PA 18612.
Deadline: 10/31/07
EOE
Web ID# TJ719519

INFORMATION TECHNOLOGY

ERP Project Manager exp. in implementing Relevant ERP system (Consona) and other custom applications in a manufacturing environment, including shop floor/production modules.

- Functional expertise in implementation of mid-size projects in manufacturing industries. Strong skills in SQL Server 2000, Visual Basic 6.0, Crystal Reports 8.0.

- Experience required in methodologies used in implementation of ERP applications. Responsible for managing phases & deliverables of the project and management of the overall project.

- Strong interpersonal communications skills required. Experience in user interaction to define and implement solutions meeting user requirements, business needs, enhancements and reports.
- Effective in Microsoft Project Planning application. Ensure tracking, resource utilization, issues and risk on assigned projects.

Full time regular position with benefits including: Medical, Dental, Vision, 401(k), Life Insurance, Short Term Disability, Paid Holidays & Vacation. Only qualified candidates selected will be contacted. Current work authorization in US required.

For more details, go to our website: www.pennsummit.com

Apply in person:
PennSummit Tubular LLC
225 Kiwanis Blvd.
West Hazleton, PA 18202
Phone: 570-453-8730
Fax: 570-454-5946
Email:
jobs@pennsummit.com

E.O.E.

PHARMACY OPPORTUNITIES

Due to anticipated growth, Guardian Long Term Care Pharmacy, located in Nanticoke, is seeking talented professionals for various Full / PartTime positions.

Guardian LTC Pharmacy is a successful division of the Guardian organizational family, consisting also of 21 skilled facilities, a rehabilitation division, and home and community services.

The following positions are currently available:

Pharmacists
Prescription Order Entry Technicians
Pharmacy Technicians
Courier Drivers
Billing Coordinators

Also, for individuals wishing to relocate and experience parts of rural Central Pennsylvania, the above positions are currently available at our sister LTC pharmacy located in Brockway, Jefferson County, PA.

If interested in any of the above mentioned positions, please forward a resume including a cover letter to Guardian Long Term Care Pharmacy, Attn: Brian Rendos, 123 Brubaker Road, Brockway, PA 15824 or email to brianr@guardiantcp.net

All correspondence must be received no later than October 31st and will be received with strict confidence. EOE
Web ID# TJ718897