

Portland Observer JOB FINDER

Systems Analysts

With the new development projects scheduled into the 1980's in both financial and manufacturing applications, we are seeking experienced system analysts with a variety of skills.

Special Projects

Plan and conduct systems projects very generally described and assigned. Conduct studies to evaluate and select Data Processing applications and various alternatives. Apply state of art data processing knowledge to propose equipment and processing changes. Define, write and modify programs which support computer operations. DP control and data entry. Interface with all levels of management and vendor representatives. Special requirements for this position include: programming proficiency in BAL, COBOL or PLI with background in operations preferred.

Business Applications

Apply advanced computer technology to design system architecture. Provide research and recommendations on data input and output, system logic, data security, multi-system interfaces and data storage. Direct subsystem activities, design reviews, installation processes and training and user guides design. Interface with all levels of management and user departments to access system requirements. Review programming detail specifications and test results to insure user needs are met.

Software/Hardware

Provide detailed analysis of hardware and software configuration for various business applications. Research and design distributed processing networks to support system needs. Apply knowledge of mini-computers, communications systems and on-line data acquisition to evaluate optimum system design. Provide interface with multiple vendor representatives, user departments and other DP areas. Special requirements for this position include system software knowledge, data communication background and detailed knowledge of modern hardware options.

All positions available require 5 years' experience in designing and developing business application system, BS or MS in computer science and excellent verbal and written communication skills.

Tektronix, Inc., develops manufactures and markets internationally recognized precision electronic instruments, computer peripherals and related electronic instrumentation. Located near Portland Oregon, we are within a two hour drive of the Cascade Mountains and Ocean Beaches. The close-by natural playgrounds and the City of Portland provide a variety of recreational and cultural interests.

Salary is open. Benefits include educational support insurance and profit sharing programs.

Send detailed resume and salary history to Carol Ward, Tektronix, Inc., P.O. Box 500, P55, Beaverton, Oregon 97077.

An Equal Opportunity Employer m/f/h

Tektronix
COMMITTED TO EXCELLENCE

RESEARCH ASSOCIATE

Independent pursuit of research projects and running of an Election Microscopic lab. Transmission and scanning electron microscopy, maintenance of EM lab, some instruction of technicians and investigators.

RESEARCH ASSOCIATE

Position available 4/1/79 thru 12/31/1980. Isolation and characterization of glycoprotein amyloid; generation of antibodies. Experience in: centrifugation; fractionation and isolation of insoluble proteins; column chromatography; PAGE; IEF; immunology. PhD preferred, MS and 3 years experience considered. Immediate reply essential.

Send resume to: Personnel Director, Oregon Regional Primate Research Center, 505 N.W. 185, Beaverton, OR. 97005.

An Equal Opportunity/Affirmative Action Employer

INTERNAL AUDITOR

Minimum requirements. Degree in Business Administration with emphasis in accounting. Must also have 1-3 years auditing experience in public accounting or private industry. Experience in EDP, systems and statistics would be helpful. CPA certificate desired, but not mandatory. Must be able to communicate effectively both orally and in writing. Call 225-5272 for appointment. Blue Cross of Oregon.

SENIOR UNDERWRITER

Minimum requirements. Degree in Business Administration or related field and 2 years underwriting experience, preferably in group health underwriting area. Must have math and statistical skills and have aptitude and proficiency to perform mathematical calculations. Must also have good oral and written communication skills. Call 225-5272 for appointment. Blue Cross of Oregon.

SECRETARY

Minimum 1 year secretarial experience, typing 55 wpm, shorthand 80 wpm. General knowledge of health field beneficial. Excellent working conditions and fringe benefits. Call 225-5272 for appointment. Blue Cross of Oregon.

Bank

CLERKS
Full-time and part-time positions for persons with good typing (50 wpm), 10-key skills and math oriented. Various shifts. Downtown location. Excellent working conditions and fringe benefits. Cafeteria provided.

TELLERS
Experienced teller openings. Various locations, 9-12 months. Experience required.

PROOF OPERATORS
Full and part-time openings, day and eve shifts available. Prefer experience, but will consider recent keypunch school graduates.

WORD PROCESSING SPECIALISTS
Part-time openings, 5 pm-10 pm, Mon-Fri. Excellent typing skills.

U.S. National Bank of Oregon
Apply Personnel Office 10-2:30 p.m. U.S. Bank Plaza 555 S.W. Oak
An Equal Opportunity Employer

SENIOR PLANNER

\$1432/month. College course work and 2 years experience in planning social services programs or; 3 years experience; 1 year supervisory experience in social service setting. Ability to express ideas clearly and concisely in writing; exercise judgement and independent initiative; interpret complex instructions; develop program budgets; working knowledge of CETA rules and regulations; ability to coordinate several projects and meet timelines under conflicting demands in an efficient manner. Prepare and finalize plans, modifications and reports, provide technical assistance and training to staff. Need not be CETA eligible. Valid driver's license required. Own transportation. REFER to Job #AD-36. Send resumes to: Multi-Wash CETA Consortium, 806 S.W. Broadway, Suite 325, Portland, OR. 97205. Closes 1/23/79, 5 p.m.

An Equal Opportunity Employer

PROGRAM ANALYST 3 Positions

\$1077/month. Course work or experience with interviewing; experience with operation of Manpower programs required, ability to prepare concise written materials; ability to do detailed work with accuracy; ability to work as effective team members and meet time schedules. Assist in monitoring and evaluating overall performance of program, make recommendations for corrective action and new systems; valid driver's license required. Own transportation. Need not be CETA eligible. Must be available for personal interview. REFER to Job #AD35. Closes 1/23/79, 5 p.m. Send resumes to: Multi-Wash CETA Consortium, 806 S.W. Broadway, Suite 325, Portland, OR. 97205.

An Equal Opportunity Employer

HUMAN RESOURCES STAFF SECRETARY

We are currently seeking qualified applicants who have demonstrated their ability to effectively work in a fast paced environment. Position requires the ability to work directly with employees and representatives of outside agencies in answering questions concerning human resources programs. Responsibilities will include: typing of department correspondence; preparation of statistical reports; calculation of benefit premiums; documentation of employment programs; presentation of new employee orientation programs; etc.

Benefits with B-D Drake Willock include: medical, dental, life, LPD insurance, tuition reimbursement, company matched savings plan, and retirement plan.

JANITOR
Performs manufacturing janitorial duties; assist with maintenance projects; secures building at night.

12th grade education and a minimum of 6 months experience performing janitorial duties (preferably manufacturing).

Please contact: Human Resources Dept., B-D Drake Willock, 13520 S.E. Pheasant Ct., Portland, 97222, 659-3355.

An Equal Opportunity Employer

FOOD SERVICE

Sandwich maker - food server needed for North Pacific Insurance Company employee cafeteria. Prefer some food service experience. Excellent benefits. \$575 per month minimum to start. Cedar Hills location. Call Personnel between 8:30-4:30, 643-7661.

An Equal Opportunity Employer

CORRESPONDENCE SECRETARY

North Pacific Insurance Company is looking for the right person with good typing skills. Will train on Vydec. Excellent benefits. Cedar Hills location. Call Personnel between 8:30-4:30, 643-7661.

An Equal Opportunity Employer

NOTICE OF THE ANNUAL MEETING OF THE MEMBERS OF THE UNITED WAY OF THE COLUMBIA-WILLAMETTE

To the members of United Way from Clackamas, Multnomah and Washington Counties in Oregon and Clark County, Washington.

You are hereby notified that the 27th Annual Meeting will be held Wednesday, February 14, 1979 at noon in the Benson Hotel, Mayfair Room, Portland, Oregon.

Make reservations in advance with June Allen at United Way, 718 West Burnside St., Portland 97209, Tel. 228-9131.

A total of thirty-one directors will be elected to serve terms of three years. Anyone who contributes to United Way is a member. Members who cannot attend the lunch at noon are urged to attend the business meeting at 12:25 p.m.

Howard R. Studd
Secretary

NOTICE OF PUBLIC HEARING

Pursuant to TITLE IV-A of PL 92-138, the Indian Education Act, School District No. 1, Multnomah County, Oregon, announces a public meeting of the Indian Education Act Advisory Committee to be held at 6:30 PM; January 26, 1979, at Roosevelt High School Cafeteria, 6941 N. Central Street. The purpose of the meeting is to review a grant application to the federal government to operate a program under the provisions of the above cited act.

BANK

PROOF MACHINE OPERATORS

10-Key Adding Machine Skills Preferred. Will Train On Proof Machines. Free Parking, Employee Cafeteria. Excellent Benefit Program.

SCHEDULES: Part-time - 3:30 pm to finish, 3-5 nights per week, Mon-Fri. Full-time - 3:30 pm to finish, Mon-Thurs, 5:30 pm to finish Fri.

SALARY: Part-time trainees - \$3.15 hr plus 7 1/2 % for night differential. Full-time - \$550 per mo + 7 1/2 % night differential.

For more information call Barbara Miller 225-6241 only between 3:30-8:30 pm. Apply Personnel Dept 10-2:30 pm.

U.S. NATIONAL BANK OF OREGON
U.S. BANK PLAZA - 555 SW OAK
Equal Opportunity Employer

RIGHT NOW! ARMY OPENINGS FOR NON-GRADUATES!

If you're a young man without a high school diploma, the Army may still have a place for you. If you have what it takes, the Army may have an opening for you plus an opportunity to finish high school during your off-duty time, too. The Army's always looking for good people. But they're offering you the greatest opportunity to join right now. So call now for this unique chance to serve yourself and your country!

234-7209
3637 NE Sandy Blvd.

PAYROLL CLERK

Must be experienced in working with large computerized payroll with multi-state reporting, and various other payroll related duties. Excellent fringe benefits. Salary depends on qualifications. Send resume to: STRAAM Engineers, Inc., 5505 S.E. Milwaukee Ave., Portland, 97202.

An Equal Opportunity Employer

BINDERY OPERATOR - PRINT HELPER

North Pacific Insurance Company is looking for part-time help to train as a Bindery Operator - Print Helper. 3 1/2 hours a day, \$3.25 per hour. Cedar Hills location. Call Personnel 643-7661.

An Equal Opportunity Employer

CITY OF PORTLAND CETA DEPUTY DIRECTOR

\$2,187 approx. mo. The Deputy Director will assist in managing the Training and Employment Division of the Bureau of Human Resources. Will direct and coordinate program policies, budgets and procedures; preparation and submission of grant applications, modifications, and reports; and supervise staff of professional, technical, and clerical personnel.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR. 97201

No later than January 24, 1979.

An Equal Opportunity Employer

MICROPHOTOGRAPHY TECHNICIAN

How would you like to join the most exciting energy firm in the Pacific Northwest? Everybody talks about the energy crunch today . . . we are doing something about it! We are an established major utility agency with work currently in progress on seven billion dollars worth of nuclear power plants. We are seeking skilled Microphotography Technicians for permanent positions on our staff.

Responsibilities will include indexing, microfilming, processing and filing microforms, plus operation and maintenance of a 16mm rotary camera, a 35 mm planetary camera, as well as ancillary equipment.

The successful candidates will possess a high school education, plus at least 1 1/2 years of direct microfilming operations experience, including 16mm, or 35mm, or 105mm. Must also be experienced in microfilm processing, filing of microforms, diazo equipment, and quality control (archival) requirements. Academic training may be substituted for experience.

These are bargaining unit positions with established salary progression and professional growth opportunities. Starting salary is \$4.80 per hour. The comprehensive fringe benefit package includes paid sick leave, vacation and holidays; also included are insurance, pension, educational assistance programs.

These positions are located in Richland, the desert sun and water fun capital of southeastern Washington, where mild climate and recreational opportunities abound. Contact:



Mr. J.J. Aguilar
Dept. MB
Washington Public Power
Supply System
P.O. Box 968
Richland, WA 99352

An Affirmative Action Employer

ENGINEERING

ELECTRICAL ENGINEER

The Oregon Steel Mills, Division of the Gilmore Steel Corp. has an immediate opening for a highly professional electrical engineer with a degree and 5-10 years experience in heavy industry. The right individual will be expert in equipment such as cranes, AC-DC motors, transformers, switch gear, amplidyne, analog controls and micro processors.

DRAFTING

ELECTRICAL DRAFTSPERSON

Primary function will be the drawing of electrical diagrams, and layout pertaining to industrial lighting, power distribution, control circuits and instrumentation.

Requires minimum 2 years experience and a basic knowledge of electrical circuits such as push-button wiring, lighting, automatic starters and simple relays.

Oregon Steel Mills, located in the Rivergate industrial district, offers an excellent salary and broad company paid benefits package for the employee and dependents.

Good salary and company paid benefits.

Interested persons should forward a complete resume and salary history to Employment Manager,

OREGON STEEL MILLS
P.O. Box 2760
Portland, OR. 97208
Equal Opportunity Employer

ASSISTANT EXECUTIVE DIRECTOR

Half-time, begin Feb. 1. Call YWCA 223-6281 ext. 34 for application information. Deadline Jan. 25.

ACADEMIC COORDINATOR

Educational Opportunities Program, Oregon State University: supervise academic programming and counseling; Learning/Tutorial Center; coordinate and conduct academic evaluations, other academic functions.

Qualifications: Masters in relevant area, teaching and/or counseling experience in secondary or post-secondary institution; evidence of effectiveness with students from diverse cultural/educational backgrounds; familiarity with programs and resources at OSU. RANK: Instructor, full-time, non-renewable position from Feb. 1-June 15, 1979. Resume and three recommendation letters by Jan. 26, 1979 to Director, EOP, Oregon State University, Corvallis, OR. 97331.

An Affirmative Action/EEO Employer; complies sec. 504 1973 Rehab. Act.

The Portland Post Office will hold an open examination Jan. 15-31 for clerk/cARRIER. Free tutoring for preparation for the examination will be held in class rooms in the Main Post Office in Portland, Oregon. Those wishing to attend the classes, should send in their requests on postal cards to: Walter F. Morris Jr., EEOC, P.O. Box 3047, U.S.P.S., Portland, OR. 97208. Please give name, address, telephone number, and times you will be available for the tutoring. Due to anticipated large response to this notice, please do not call the Post Office for information. Just mail the card. Thank you.

LOOKING FOR A JOB?

Maybe temporary work is the answer? Manpower the worlds largest temporary service will be interviewing, testing, and answering your questions at the King Neighborhood Facility, 4815 N.E. 7th, January 16-19, 9 am to 3 pm. As always there are no fees!

Manpower Inc.
535 S.W. Clay St.
226-6281 or 226-3209

COMMUNITY DESIGN PLANNER

\$1235-\$1575/month, 1 yr. professional exp. in site planning and college grad with major in community planning, architecture, landscape architecture, or related field; or equiv. comb. of exp. & trng.

COMPUTER OPERATOR

\$1016-\$1296/month, 1 yr exp. in operation of data processing equipment, H.S. grad or equiv. comb. of exp. and trng. Must possess valid Oregon drivers license.

OPERATION & MAINTENANCE HELPER

Unified Sewerage Agency \$931/month with periodic step increases, 1 yr exp. in the construction and maint. of public works projects or facilities; H.S. grad, or equiv. comb. of exp. and trng. Must possess a valid Oregon Chauffeur's License. Last filing date, Jan. 26, 1979. Apply for above positions at Washington County Civil Service, Administration Building, Room 305, 150 N. First Avenue, Hillsboro, Oregon 97123. An Equal Opportunity Employer, women and members of minorities urged to apply.