

Portland Observer JOB FINDER

SECRETARY (2)

Energetic, organized, people-oriented persons needed for entry level positions in our marketing Dept. Duties include typing, greeting clients, phone and general office work. Must type 50 wpm and be able to work under some pressure. Excellent medical and dental. If interested call Aggie at 241-2411.

EBI COMPANIES
An Equal Opportunity Employer

CRISIS INTERVENTION

Volunteers: Mature, nonjudgmental, caring volunteers for mobile crisis team. Training, expenses provided.

Metro Crisis Service
248-5433

MISC. CLERK DUTIES

6 months previous clerical experience. Typing skill preferred. Salary \$139 to \$195 a week. Salary commensurate with experience. We offer excellent benefits and opportunities for advancement through our job posting program. To schedule interview call:

Helen Albrecht,
226-3761 ext. 240.



FIREMANS FUND INSURANCE COMPANIES

121 SW Salmon Suite 900
Willamette Center
Portland, OR 97204
An Equal Opportunity Employer M/F

SIGNAL TECHNICIAN I

City of Salem, \$6.72-\$7.88/hr. Assist in the construction phase of traffic signal installation and in design of minor test equipment. Ability to learn to operate electronic test equipment and repair of solid state equipment. Experience in assisting in the installation, repair, and maintenance of traffic signal equipment; or equivalent combination of experience and training. Ability to climb poles and work at heights or underground. Possession of limited Maintenance Electricians License. Knowledge of installation, maintenance and repair of type 170 traffic signal control systems desired. Oregon driver's license and good driving record. Closing date: 12/14/79.

APPLY
City of Salem Personnel Dept.,
555 Liberty SE,
Salem, OR 97301.
An Equal Opportunity Employer

GRAPHIC COORDINATOR

\$1175-\$1500 per month, demonstrated experience in the graphical presentation of technical data, preferably supplemented by experience or course work in cartography, lithography and planning. Apply for position listed above at: **Washington County Personnel, Room 305** 150 N. First Ave., Hillsboro, Oregon 648-8606
An Equal Opportunity Employer
Women and minorities urged to apply.

CITY OF PORTLAND BUILDING PLAN EXAMINER II

\$1,827/month. Salary increases to \$2,040 after one year. Permanent city employees receive benefits which include: paid vacation, holidays, and sick leave; paid medical and dental insurance, including dependents; paid life insurance and more.

Must be eligible for the State of Oregon's "A" level certification as a plans examiner; have training and experience in building materials and methods; knowledge of the U.B.C.; skill in reading plans, codes and property descriptions as well as strong communications skills.

APPLY
Portland Civil Service
510 S.W. Montgomery
Portland, Oregon 97201
Women & Minorities are encouraged to apply.
An Equal Opportunity Employer

TECHNICAL RESEARCH

Full-time technical research position available immediately in Oregon State University small fruits research program at the North Willamette Experiment Station. B.S. degree in horticulture and/or related biological science required. M.S. degree preferred. Salary \$14,000. Rank: research assistant unclassified. To apply contact: **Irma Sargent,** Extension Hall 125, Oregon State University, Corvallis, OR 97331 or call 503-754-2661. Application deadline December 20, 1979. Affirmative Action/Equal Opportunity Employer and complies with Section 504 of Rehabilitation Act of 1973.

INSURANCE

SENIOR CLAIMS EXAMINER

Growing worker's comp. company needs person with experience in handling worker's comp. litigation claims. Washington comp background, or equivalent plus supervisory experience necessary. Excellent benefits including medical and dental.

APPLY
EBI COMPANIES
5100 SW Macadam,
Portland 97208. 241-2411.
Equal Opportunity Employer

CITY OF PORTLAND MAIL CLERK I

Approx. monthly salary \$763 to start increasing to \$931 after two years. Benefits in addition to salary.

General office support work in the City-County mail room. Will receive, sort and process for delivery inter-office and U.S. mail. Will determine correct postage, operate postage machines, and keep records of postage used.

APPLY
PORTLAND CIVIL SERVICE
510 S.W. Montgomery
Portland, OR 97201
No later than Friday, December 7, 1979. Women & Minorities are encouraged to apply.
An Equal Opportunity Employer

Individual will be responsible for preparing moderately complex technical writing and parts illustrations for parts catalogs, service manuals and other technical publications.

Individual should possess 1 to 2 years experience in technical publications area with the ability to read engineering drawing. Should also have good mechanical aptitude with some drafting background. Associate degree in industrial illustration or drafting a plus.

We are a major manufacturing company offering excellent wage and benefit program. Apply or send resume to Personnel Dept:

WAGNER MINING INC.
4424 N.E. 158th 256-2863
Portland, Ore 97220
Equal Opportunity Employer



Broke up with boyfriend? Want to start dating? Call Joanne or Mary 236-1970

WORK OVERSEAS

Make more money working abroad. Regardless of your age, sex or present job. All types of workers urgently needed. For details send self-addressed stamped envelope to:

Foreign Employment
701 Washington St.
Buffalo, New York 14205

DIET AIDE

32 hour position. Variable 8 hour shifts beginning at 5 a.m. or 11 a.m. Processes and records diet orders and patient menus and performs general clerical tasks.

Some knowledge of modified diets. Experience in a hospital diet kitchen or as a diet aide. Academic study accepted in lieu of experience.

Apply between 9 and 2 p.m.
Dept. of Human Resources Mgmt.

GOOD SAMARITAN

Hospital & Medical Center
2183 NW Northrup
An Equal Opportunity Employer

Auto Mechanic (Training Program)

One year intensive, fully paid CETA training program with foreign car distributorships. Applicants must be motivated economically disadvantaged resident of Multnomah or Washington County outside Portland city limits. Call Albert Quesada, Dec. 3 through Dec. 14, Monday through Friday between 10 am and 3:30 pm at 640-1781.

Washington County CETA

111 S.E. Washington Hillsboro, Or. 97123
Women and minorities encouraged to apply. An Equal Opportunity Employer.

CITY OF PORTLAND ASST. DIRECTOR REC. PROGRAM

\$1,428/mo. Will serve as the Assistant Director of the Parks Bureau Specialized Recreation Program. Program serves to assist individuals with varying disabilities to become involved in a variety of recreational activities. Will assist the program Director in planning, budgeting, and scheduling programs; supervising staff; managing office functions; promoting the program and maintaining community relations. Will also direct summer camp for disabled persons.

APPLY
Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201
No later than Friday, December 14, 1979. Women & Minorities are encouraged to apply.
An Equal Opportunity Employer

CITY OF PORTLAND ASST. RACETRACK MGR. (PIR)

\$1,172/mo. Generous benefits package in addition to starting salary. This is mgmt. trainee position at Portland International Raceway (PIR). Responsibilities include assisting manager with facility maintenance and construction; participating in ad sales, p.r. work & track scheduling; supervising clean-up, security & track personnel; and overseeing minor events. Knowledge of drag, sport car, motocross & 4 WD racing required & willingness to work long and irregular hours.

APPLY
Portland Civil Service
510 S.W. Montgomery
Portland, Oregon 97201

No later than Friday, December 14, 1979. Women & minorities are encouraged to apply.

An Equal Opportunity Employer

BANKING

Excellent opportunity in our mortgage loan dept. for experienced loan closer. Requires 2 years experience in loan closing and drawing legal documents. Light accounting helpful. 40 wpm. Excellent benefits. Downtown location. Please call 248-2112

TRAVELERS INSURANCE
707 S.W. Washington
An Equal Opportunity Employer M-F-H

GENERAL OFFICE GROUP CLAIMS

Position for responsible person who is detail oriented and can work independently. Requires 2 years office experience and 30 wpm. Excellent benefits. Downtown location. Please call 248-2112

TRAVELERS INSURANCE
707 S.W. Washington
An Equal Opportunity Employer M-F-H

RESEARCH ASSISTANT UNCLASSIFIED

Microbiologist needed to provide laboratory support for an immunological research project on fungal spores. M.S. in microbiology or biochemistry or B.S. with experience equivalent to training of an M.S. in microbiology or biochemistry. Starting annual salary \$12,228. Application closing date: December 21, 1979. Apply to:

Dr. Edward J. Trione
Department of Botany and Plant Pathology
Oregon State University
Corvallis, OR 97331
Phone (503) 754-2174.
Oregon State University is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973.

TYPIST

6 months experience. 50 words per minute, accuracy important. Ability to follow instructions. Duties of this position entail routine typing assignments such as typing insurance policies. Salary \$139 to \$211 a week commensurate with experience.

We offer excellent benefits and opportunities for advancement through our job posting program. For an interview appointment call Helen Albrecht, 226-27761, ext. 240.



FIREMANS FUND INSURANCE COMPANIES
121 SW Salmon
Portland, OR 97204
Equal Opportunity Employer M F H

COMMUNITY SERVICES COUNSELOR II

City of Salem, \$7.02-\$8.54/hr. Assist neighborhood organizations to participate effectively in city-wide issues. Assist two neighborhood associations to deal effectively with identified neighborhood concerns. Two years experience with community based programs and graduation from a four year college or university with a major in social sciences, or equivalent combination of training and experience. Ability to read, understand and summarize material of a technical nature. Considerable ability to prepare written materials for use by citizens. Applicants are advised to bring examples of written work to the interview. Closing date: December 14, 1979.

APPLY
City of Salem, Personnel Dept.,
555 Liberty SE,
Salem, OR 97301
An Equal Opportunity Employer

MAILROOM CLERK

Person needed in our busy mail room. Must be detail oriented, energetic, organized, efficient, have a current drivers license and a good driving record. Duties include pickup, sorting-routing, and packaging mail from within company and post office. Excellent company benefits including medical and dental.

APPLY
EBI COMPANIES
5100 SW Macadam,
Portland,
An Equal Opportunity Employer

OFFICE MANAGER

SE Youth Service Agency. Must type 55 wpm, have 1 yr experience in organizational and office procedure, exp. working with diverse population. Willing to work some evenings and Sats. Apply in person by Dec. 7, 5:30 p.m. at 2929 SE Powell, 233-1133

CITY OF PORTLAND ENGINEER II WATER QUALITY

\$26,458. The successful applicant for this position will perform professional engineering work in the Water Bureau with responsibility for the supervision and performance of work related to water quality in the production, treatment and maintenance of a major water supply and distribution system. Will perform design, research, analysis, planning, spec. preparation and review functions. Work also involves extensive professional and public contact.

APPLY
Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201
No later than Friday, December 14, 1979. Women & Minorities are encouraged to apply
An Equal Opportunity Employer

AUTOMOTIVE MECHANIC

Local utility desires services of journeyman auto mechanic. 5 years experience in general auto repairs required. Must be familiar with all phases of maintenance on automotive, truck and light construction equipment. Excellent salary and benefits.

Apply
Northwest Natural Gas Company
123 N.W. Flander,
Portland, OR 97209.
Equal Opportunity Employer

DATA ENTRY CLERK

Enthusiastic detail oriented person needed for entry level position in Claims Dept. of growing workers' comp. company. Must type 50 wpm accurately and have 10 key by touch. Experience in data entry helpful but not necessary. Excellent benefits including medical & dental.

APPLY
EBI COMPANIES
5100 SW Macadam.
Equal Opportunity Employer

BANK

MARKETING-SECTY
Full time, permanent position. Coordinate administrative functions with director, assist in proofing and doing layouts. Must know and understand marketing operations. Degree in marketing, or experience in a marketing dept or advertising agency. Typing skills 50 wpm. Requires good verbal and written skills. Salary commensurate with experience.

SAVING REP TRAINEES ENTRY LEVEL POSITIONS

Full time permanent positions in our Hawthorne, Gresham, Portland and Tualatin Branches. Will learn various aspects of savings. Requires 30 wpm typing skills. Also use of 10-key. Cashiering exp. desirable. For appointment call 243-3390

OREGON TRAIL SAVINGS & LOAN

333 SW 5th Portland Room 507
Equal Opportunity Employer m-f-v-hc

RESEARCH ASSISTANT UNCLASSIFIED

Laboratory technician needed to provide support for research project on viruses of small fruits. B.S. required (M.S. preferred) in the biological sciences with emphasis in virology, immunology, or biochemistry. Minimum annual salary \$11,300. Application closing date: December 21, 1979. Apply to: **Dr. R. H. Converse** Department of Botany and Plant Pathology, Oregon State University, Corvallis, OR 97331; Phone (503) 754-3451. Oregon State University is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973.

SUPERVISOR HOUSEKEEPING Dept.

In accordance with the hospital and departmental objective, policies and procedures, direct the day to day housekeeping activities throughout the entire facilities.

Duties to include orientation and training for new personnel, work scheduling and assignment of duties and evaluate housekeeping efficiency. Requirements include 1 yr. of hospital experience as a general housekeeping aide. Supervisory experience preferred. Apply Monday through Thursday at:

Emanuel Hospital
2801 N. Gantenbein Ave.
Portland Oregon 97227
Phone 280-4164
Equal Opportunity Employer

ENERGY. We can't afford to waste it.

PORTLAND GENERAL ELECTRIC

PGE is continually seeking qualified applicants. We welcome applications and refer to them when openings become available. Applications may be completed Monday through Friday 8 a.m. to 5 p.m. Interviews are conducted on Tuesday and Thursday 9 a.m. till 4 p.m.

We are presently seeking experienced candidates for the following openings.

ENGINEERS ELECTRICAL MECHANICAL NUCLEAR

PROGRAMMER ANALYST

2 or more yrs of programming experience is a necessity. Bachelor degree preferred.

CLERICAL AND SECRETARY

Requirements may vary with each position.

PORTLAND GENERAL ELECTRIC

Employment Office
Willamette Center
121 S.W. Salmon
An Equal Opportunity Employer

MANAGER

For Museum Bookstore and gift shop. Previous managerial experience preferred. Minimum 2 years retail sales experience required. We are

An Equal Opportunity Employer
Call 248-5906

ADMINISTRATIVE ASSISTANT

For labor union 20 hr. plus liberal benefits. Type 50 wpm, 80 wpm dication. Requires office management, light bookkeeping. Send resume to:

OST
P.O. Box 10351
Portland 97210
Before 12-10-79

MARKETING COORDINATOR

Major NW food processing company with nationwide distribution to the food service industry, has excellent growth opportunity in its corporate marketing department.

Provide planning assistance to sales operations, research and development in new business ventures, product development. Prefer marketing degree with MBA in related field, plus experience in business analysis, market planning.

Competitive salary, totally paid company benefit program. If interested, send resume with salary requirements or contact Employment Administrator for company application:

P.O. BOX 23517
PORTLAND, OREGON 97223

Equal Opportunity Employer
LAMBS AN ANDRAC COMPANY

ACCOUNTS PAYABLE CLERK

Immediate opening exists for an experienced accounts Payable Clerk within our Accounting Dept.

Individual will be responsible for various accounts payable functions: matching receipts, invoices and purchase orders, cleaning invoices for payment, researching invoices for items and other general clerical work required.

Individual should possess 3 years accounts payable experience with good communication skills. Should be able to run 10-key. Some college accounting courses a plus.

We are a major manufacturing company offering excellent wages and benefit program. If you are interested in the challenges this position has to offer, apply Personnel Dept:

WAGNER MINING, INC
442 NE 158th 256-2863
PORTLAND, OREGON
Equal Opportunity Employer