Portland Observer JOB FINDER

BANK

TELLERS
Part Time

Are you looking for a training program that will prepare you for a career in the financial industry? We have a full time opening in our Lake Grove office. We have permanent part time openings with variable hours in our Oregon City and Medford office. 6 months work experience cash handling, customer relations, and light typing skills. Excellent benefits.

Apply Personnel Dept.
FARWEST FEDERAL SAVINGS
421 SW 6th
Portland, OR 97204
An Equal Opportunity Employer

WORD PROCESSING SPECIALIST

Full time openings for Mag Card II or Wang Operators. Prefer experience, but will consider applicants with excellent typing, spelling, punctuation and grammer. Position affords promotional opportunity to learn latest word processing equipment upon demonstrated ability. Downtown location. Excellent salary, working conditions and fringe benefits.

U.S. NATIONAL BANK OF OREGON
U.S. Bank Plaza
555 SW Oak
10-2:30pm
An Equal Opportunity Employer

Maintenance

N.C. Maintenance Technician

We have immediate day and swing N.C. Maintenance Technician openings. Basic education skills with a minimum 3 years' experience on N.C. equipment.

Responsibilities include: install, align and adjust machines and equipment, develop, analyze, maintain and troubleshoot programs and equipment.

Salary is commensurate with background. Benefits include educational support, insurance and profit sharing programs.

Please send resume and salary history to Nancie DeVita, Y6-054, Tektronix, Inc., P.O. Box 500, Beaverton, Oregon 97077 or respond in person to our employment office at 12901 SW Jenkins Road (located across from north end of Beaverton Mall) on Monday, Tuesday, Wednesday from 8:30am to 4:00pm.

We are an equal opportunity employer m/f/hc.

Tektronix
COMMITTED TO EXCELLENCE

NURSE

INVESTIGATE THE MANY DIMENSIONS OF NURSING AT S.W. WASHINGTON HOSPITALS

SOUTHWEST WASHINGTON HOSPITALS

——BENEFITS——

Competitive Salaries; Free Parking; Paid Life Insurance; Health, Dental and Vision Insurance; Paid Pension Program; Paid Holidays; Paid Vacation; Tuition Reimbursement Plan; In-Service Education Program; Modern Medical Equipment and Hospital Discounts.

SUPERVISORS (2)
NURSING ADMINISTRATION,

Full Time, Swing Shift, Part Time, Days.

STAFF RNs

Pediatrics — ICU—CCU
Resource Nurse/Obstetrics
Float Pool — Recovery Room
I.V. Therapy — Med Telemetry
Enterostomal Therapist

CHARGE RNs

Pediatrics — Med Telemetry
E.R. — ICU-CCU

LPNs

Part time positions available

For more information call or apply:
VANCOUVER MEMORIAL HOSPITAL
206-696-5222
From Portland 289-1181
3400 Main Street, Vancouver, Washington
An Equal Opportunity Employer

MULTNOMAH COUNTY

M.E.D. PROGRAM SPECIALIST

$1,647 - $2,013 per month. Provides technical assistance to mental health service agencies; development of community resources; and planning, development, and evaluation of programs in the area of mental and emotional disabilities, specifically services for children and families. **To Qualify** applicants must have one year of experience in program planning, development or evaluation in the area of mental and emotional disabilities for children and families. **Apply** for this position no later than 4:30 PM, Friday, January 23, 1981.

FACILITIES CONTRACT SPECIALIST

(Administrative Spec 1)
$1,647 monthly. Performs professional administrative support work in the area of contract administration; general construction contracts; maintenance contracts and general services agreements. One year of professional level contracts administration experience and ability to use a calculator. (Construction, architectural or engineering experience preferred but not required; legal experience preferred but not required.) **Apply** for this position no later than 4:30 PM, Friday, January 30, 1981.

TAX COLLECTION MANAGER

(Program Manager 1)
Unclassified. $2,088 - $2,714 monthly, DOE. Manages the County's property tax collection; is responsible for the billing, collection and distribution of property taxes levied; establishes and maintains necessary accounting records. **To Qualify** applicants must have related training and experience and should demonstrate the knowledge of office management procedures, supervisory techniques, fiscal controls, and familiarity with data processing techniques. (Bachelor's degree in business, economics, finance or related field preferred; and knowledge of Oregon property tax laws is desirable.) **Apply** for this position no later than 4:30 PM, Friday, February 6, 1981.

Where to apply:
Multnomah County Courthouse, Room 130
1021 SW Fourth Avenue
Portland, OR 97204
Phone:503-248-5015
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT/ EXECUTIVE SECRETARY

Legal Aid Service, providing legal assistance to low income people, seeking a person to act as an Administrative Assistant and Executive Secretary to the Director. Tasks include some personnel supervision, record bookkeeping. Must have good communications skills, be well organized, work well under pressure. Word processing and general computer familiarity needed. Family health coverage. Salary range $13,00 to $16,600 DOE. Send resumes with references to:

J.R. FORESTER
Legal Aid Service
310 S.W. Fourth
Portland, OR 97204
Minorities, women and handicapped encouraged to apply. Position to be filled by March 1st.

BUS DRIVERS

$4.60 - $5.10 per hour

Free training now for permanent, part-time positions driving a school bus. No previous bus driving experience necessary. Excellent working conditions and benefits. Homemakers, students and retirees welcome.

COLUMBIA BUS SERVICE
6755 NE Columbia Blvd
Portland, Oregon
284-6466
Equal Opportunity Employer

CLERICAL

STENOGRAPHER

Applications are now being accepted for the position of Stenographer in the Dissemination Field Services of the Northwest Regional Educational Laboratory. **Qualifications:** 50 wpm typing, capabilities in English, and previous office experience desirable. Starting salary $10,189 to $12,177 depending on background. Resumes must be received in personnel office by January 23, 1981. In letter of application indicate position for which you are applying. Send letter of application and resume to:

NORTHWEST REGIONAL EDUCATIONAL LABORATORY
710 SW 2nd
Portland, OR 97208
An Equal Opportunity Employer

WORD PROCESSING OPERATOR

$11,952-14,517 plus
Exceptional Metro-paid benefits for employees and dependents. Perform technical work involving operation of Wang Word processor, sets up keyboard, corrects or revises material from draft or central dictaton system. Operates printer, maintains records and/or archives, does filing. High School diploma with Business College preferred; one year office expense with word processing equipment, typing 60-70 wpm. apply:

Metro Personnel
527 SW Hall
Portland, OR 97201
By February 6, 1981 at 5:00 p.m.
An Equal Opportunity Employer

NURSE

Nurse Practioneer-Certified for CHECK (Community Health & Education Ctr) Wellness Project. Emphasis on family practice. Target group include low income Sr's and low income parents and children 0-5. Primary care and prevention-oriented information and education program. Some local travel. Grant Approved thru Sept. '83, funding approved annually. Reply to:

CHEC
Wellness Project
431 W. 13th Ave.
Eugene, OR 97401
An Equal Opportunity Employer

TYPIST PBX OPERATOR RECEPTIONIST

We will train on push button PBX console. Salary $8,600 annually to start. Merit salary increases. Excellent fringe benefits. Call Billie:

226-2651
An Equal Opportunity Employer

RECEPTIONIST/ TYPIST

For consulting engineering firm. Requires accurate typing of 55 wpm. Pleasant telephone voice with good front office appearance. Full time. Salary DOE. For immediate consideration please call Mrs. Adkins at:

SETON, JOHNSON & ODELL, INC.
133 S.W. 2nd Avenue
Portland, OR 97204
at 226-3921.
An Equal Opportunity Employer

WORD PROCESSOR

Night shift 4:45 to 12:45 Monday through Friday. Transcribe correspondence on IBM, Mag Card and Ink Jet Printer. Excellent salary, shift differential and fringe benefits.

STANDARD INSURANCE CO.
Personnel Department
Standard Plaza Bldg.
1100 SW 6th Avenue
Portland, OR 97207
An Equal Opportunity Employer

TYPIST CLERK

Our company trains and promotes from within. 37½ hour week; early Friday closing. Immediate opening for person to start in our Policy Typing Unit. Will be trained in all areas of policy typing and switchboard reception relief. Type 50 wpm minimum. Competitive salary, depending on experience and job-related background. Excellent company-paid benefits. Modern, pleasant office in convenient Tigard-Lake Oswego area. Contact Judy Robbins, 639-9640.

AMERICAN STATES INSURANCE COMPANY
An Equal Opportunity Employer

EXECUTIVE DIRECTOR

A community service organization is seeking appplicants for a challenging position which begins about March 1, 1981. The job requires a highly motivated individual experienced in community work and skilled in administrative management, PR and fund raising. College degree or equivalent preferred. Salary range $14-16,000 per year. Job descriptions may be picked up at the address below between 9:00 am-5:00 pm. Resumes due January 31, 1981 should be mailed to:

NWSC
C/O Sheldon E. Reddick
123 NW 2nd
Portland, OR 97209
An Equal Opportunity Employer

HOSPITAL

MEDICAL RECORDS ASSISTANT TUMOR REGISTAR

Position available full time for Assistant Tumor Resistar. Responsible for abstracting and coding all patients diagnosed with cancer at Emanuel Hospital. Assist at weekly tumor clinic. Will help collect statistical data for studies. Must have medical terminology with a working knowledge of anatomy and pathology. Typing skills, ability to understand computer printouts. 2 years experience in medical clerical field. Please apply Personnel Department.

EMANUEL HOSPITAL
2801 N. Gantenbein
Portland, OR 97227
An Equal Opportunity Employer

Part-Time

Ideal for students, homemakers, retirees or anyone interested in working 16 to 25 hours per week. No experience necessary.

Production Process Operators

Weekends—Saturday and Sunday. All shifts available. Must be at least 18 years old.

Assemblers

Monday through Friday—Shifts are 6:00am to 11:00am and 11:30am to 4:30pm.

Apply in person 12901 SW Jenkins Road, Beaverton (across from north end of Beaverton Mall) Monday, Tuesday, and Wednesday between the hours of 8:30am and 4:00pm.

We are an equal opportunity employer m/f/hc.

Tektronix
COMMITTED TO EXCELLENCE

MANAGEMENT TRAINEE

If you are a college graduate and have an interest in fulfilling your career objective in the hospitality industry, we have a management training position available. Excellent career opportunity with one of the largest international hotel chains. Good benefits and competitive salary. Please send detailed resume to the:

Benson Hotel
Personnel Department
SW Broadway & Oak
Portland, OR 97205
An Equal Opportunity Employer

INSURANCE

LIFE CLERK

We need someone in our Western Insurance Center with an eye for detail. Experience on computer terminal required. Good typing and adding machine skills. Excellent benefits.

APPLY PERSONNEL DEPT.
FARWEST FEDERAL SAVINGS
421 SW 6th
Portland, OR 97204
An Equal Opportunity Employer

COUNSELOR

Bachelor's degree or 2 years experience working with youth in counseling or related experience. The salary is $11,319 annually. Send resume by 2/5/81 to:

George Rankin
Urban League of Portland
5329 NE Union
Portland, Oregon 97211

INSURANCE

OREGON BANK

FIELD ADJUSTER

Position available in our loan adjustment Dept. Minimum 1 year experience in collection, preferably in a financial situation. Some travel required.

ORBANCO BLDG
Personnel Department
1001 SW 5th Ave.
Third Floor
Portland, Oregon
222-7558 or 222-7943
Interviewing hours 9 am to 1 pm.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

KEX has an opening to the Vice President and General Manager. Broadcasting experience preferred, but not necessary. Must have typing skills of 75 wpm and shorthand skills of 90-100 wpm. Proven organizational skills a must. Send a resume, including salary history, to the attention of **Mary Kendall.**

KEX/Golden West Broadcasters is an Equal Opportunity Employer. M/F

NURSES - RNs

Immediate openings, full and part-time positions. $8.31 to $8.88 per hour depending on experience. Shift differential $61 per month evenings, $125 nights. Apply at:

Island Hospital
24th & M Avenue
Anacortes, WA 98221
Or phone (206) 293-3181, Ext. 212.

COMMERCIAL ENERGY MANAGEMENT SPECIALIST

Salary $1,982 per mo
$2,406 per mo

Experience in energy management, heating, ventilation and air conditioning design and modification, commercial operations, and economic analysis. Bachelor of Science in engineering or equivalent combination of education and experience. Valid driver's license. This person will develop and implement a program for commercial energy analysis to provide various classes of large residential and small commercial customers with relevant energy efficiency information, weatherization recommendation as required by the National Energy Security Act and the City of Eugene contracts. Manage the commercial energy management program and supervise the commercial conservation analyst to fulfill the requirements of the National Energy Security Act. Respond to customer inquires to explain rates, load factor, power factor, energy management, EWEB policies etc. Physical ability to climb ladders, catwalk, and inspect all aspects of commercial operations. Send resume to:

EUGENE WATER and ELECTRIC BOARD
P.O. Box 10148
Eugene, OR 97440
An Equal Opportunity Employer

DATA PROCESSING

KEYPUNCH

Progressive electronic firm needs experienced keypunch operator to handle IBM 3742. Good career opportunity for the right person. For appointment contact Mary Reed, 774-1104, ext 266.

Ford Industries Inc.
5001 SE
Johnson Creek Blvd.
Portland, OR 97222
An Equal Opportunity Employer

BUILDING MAINTENANCE ENGINEER

Major downtown hotel is looking for a personnel with 2 years experience and hotel/motel maintenance. Knowledge of electrical, plumbing, refrigeration, HVAC, service and repair a must. Excellent opportunity and benefits. Please apply at the:

BENSON
SW Broadway & Oak
Applications received 12:30-3:00 Monday through Thursday.
An Equal Opportunity Employer

WORD PROCESSING

Quality control position requires candidate with strong English background, PR skills, and 1 year experience on word processing equipment. Excellent starting salary and benefits. Call for more information, 255-5405.

PERSONNEL DEPARTMENT
BLUE CROSS OF OREGON
100 SW Market
Portland, OR 97201
An Equal Opportunity Employer

EDUCATION PROGRAM ASSOCIATE
(Temporary)

The American Friends Service Committee in Portland is looking for someone who wants to work with students and their parents to change Portland Public School's policies regarding suspension and expulsion. This 6 month temporary position, February 15, 1981 - August 15, 1981, offers a full time salary plus benefits. Deadline for applications is January 26, 1981. American Friends Service Committee is an Affirmative Action employer. For an application write:

Karen Powell
American Friends Service Committee
1817 N.E. 17th
Portland, OR 97212
For more information call AFSC (503) 287-6607.

JOB OPENING

Receptionist position Saturday only. Typing skills needed. Call 777-7044.

FACILITIES MAINTENANCE SUPERVISOR

B-D Drake Willock, a leading manufacturer of kidney dialysis equipment, has an opening for a Maintenance Supervisor. This position is a working supervisor position which requires a minimum of 5 years facility maintenance experience in a manufacturing facility with a minimum of 3 years as a facility maintenance supervisor. An Oregon electrical card is desirable.

Liberal benefits include: medical/dental/life insurance, tuition reimbursement, Savings Incentive Plan, and many others.

To apply please contact our Human Resources Department:

B-D DRAKE WILLOCK
13520 SE Pheasant Court
Portland, Oregon 97222
(503) 659-3355
An Equal Opportunity Employer

Talk To Us, First

N.E. Portland Interviews
Wednesday, January 28
9:30am to 12:30pm

Are you looking for a career? Do you like working with people? If your answers are yes, First National Bank of Oregon wants to **talk to you.** Now is your opportunity to learn while becoming one of First National's banking professionals.

We are currently interviewing for the following positions:

Tellers
You will be responsible for promoting positive customer relations by handling customer transactions and selling other bank services. This position will require you to learn many specific bank functions, communicate effectively with customers and organize your workflow to the most efficient levels. You must have basic math skills, extensive cash handling experience and be at least 18 years old.

Secretaries
We have a variety of secretarial positions in various departments. You must have good typing (60-70 wpm) and organizational skills. The more qualified applicant will have held previous responsible secretarial positions and will have a stable work or school history.

Clerical
We have several clerical positions available. Most jobs require excellent ten key skills and light typing (35-45 wpm). Experience using various office machines and a stable work or school history is desirable. We also have other openings with general filing duties.

Proof Operators
If you have experience as a proof operator or strong ten key skills by touch, we have a place for you.

All positions offer competitive salaries and benefit packages for our full time employees.

Interested? Apply in person **Wednesday, January 28, at the Urban League Building, 5329 N.E. Union, between 9:30am and 12:30pm.** We are an equal opportunity employer.

FIRST NATIONAL BANK OF OREGON
A WESTERN BANCORPORATION BANK