

Portland Observer JOB FINDER

WORD PROCESSING

Operator I or II
Night shift (4:45 pm-12:45am) 5 days per week. Transcribe correspondence in our word processing center using an IBM Mag Card A and Ink Jet Printer. Previous experience on this equipment is desirable. We offer an excellent salary including shift differential and fringe benefits. Send resume to:

STANDARD INSURANCE CO.
Personnel Dept
P.O. Box 711
Portland, OR 97202
Or apply in person 8am - 4:30 pm.
1110 SW 6th Ave.
Portland, OR
Mon-Fri, Standard Plaza Bldg.
An Equal Opportunity Employer

WORD PROCESSING TECHNICIAN

\$954-\$1302. The Cooperative Selection Center is accepting applications for word processing technician in the City of Beaverton. Strong background in general office procedures, excellent typing skills required. According to strict deadlines, record from rough drafts and dictation equipment both simple and complex materials, using NBI System 3000. Closing date: March 11. For more information, call 295-2401.

COOPERATIVE SELECTION CENTER
0317 SW Gibbs
Portland, OR
Office Phone: 295-2401
An Equal Opportunity Employer

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. Homebased, students and retirees welcome.

COLUMBIA BUS SERVICE
6756 NE Columbia Blvd
Portland, Oregon
284-6466
Equal Opportunity Employer

PURCHASING AGENT

Challenging position available for Purchasing Agent. Responsibilities include purchasing of supplies, equipment and food and beverages; inventory control, and overall supervisor of departments. Must be detail oriented with strong oral and written communication skills. Person should have 3-5 years related experience. Excellent fringe benefits including company paid medical, dental etc. Please submit detailed resume to:

SW BROADWAY & OAK
Portland, OR 97216
Attn: Personnel
Tuesday through Thursday - 12:30 - 3:00



NURSE

Southwest
Washington
Hospitals

5 S.T.E.P.S.
TO EXCELLENCE:

1. Self Confidence
2. Total Involvement
3. Educational Assistance
4. Professional Acknowledgement
5. Skills Development

IMMEDIATE OPENINGS IN THE FOLLOWING AREAS

SUPERVISOR NURSING ADMINISTRATION
Part time, days

CHARGE RNs
Orthopedics Pediatrics
Emergency Room

STAFF RNs
Pediatrics ICU-CCU
Alcohol Treatment Float Pool
Center Med Telemetry
Obstetrics I.V. Therapy
Emergency Room Medical
Recovery Room

★ 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.

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

TECHNICAL ANALYSIS DIVISION

Division Secretary
Western SUN, a Regional Solar Energy Center, is seeking an individual with excellent typing, shorthand, organizational and communication skills. Dictating machine experience required and 3 plus years experience in a secretarial/administrative assistant position, preferably in renewable energy and/or environmental technology field. Salary range: \$11,244 to \$14,617 depending on experience. Please send resume and salary history on or before Thursday, March 5, 1981 to:

WESTERN SUN
715 S.W. Morrison St.
8th Floor
Portland, OR 97205
Attn: Carol A. Elliot
Personnel Specialist
An Equal Opportunity Employer M/F/H/V

RECREATION COORDINATOR III

(City of Salem)
\$1385-\$1751. Performs professional recreation work in planning, organizing, and implementing a diverse, year-round program of neighborhood recreation, city-wide special events and recreational sports programs and activities. Considerable experience of a responsible nature in recreation or closely related field including specific experience in program area of neighborhood recreation; some supervisory experience preferred. Four year degree with major course work in recreation and park management or related field or equivalent combination of experience and training. Closing date: March 13, 1981. Apply:

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

TYPIST - CLERK
OUR COMPANY TRAINS AND PROMOTES FROM WITHIN

37 1/2-hour week; early Fri. 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 and convenient Tigard, Lake Oswego area. Contact Judy Robbins, 639-9640.

AMERICAN STATE INSURANCE CO.
An Equal Opportunity Employer

BANK

TELLERS PART TIME
Are you looking for a training program that will prepare you for a career in the financial industry? We have permanent part time opening with variable hours in our Beaverton, 82nd and Division, Gateway, Lombard and Rockwood offices. 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 M-F-H-V

CABLESYSTEMS PACIFIC

Cablesystems Pacific is preparing to construct a cable communications system in Portland. The 940 mile dual cable residential system will serve 126,000 homes on the east side, with a 230 mile network linking commercial and institutional subscribers citywide, and includes some of the most sophisticated technology in the industry today.

We are accepting written applications for the following positions:

GENERAL MANAGER: Oversees the construction and overall operation of the cable system. Bachelors degree plus cable or related experience required.

MARKETING MANAGER: To develop and implement marketing strategy and oversee sales force. Marketing degree preferred.

CONTROLLER: To oversee administration of accounting and financial policies, budgets and financial statements. Bachelor degree and CPA is preferred.

PROGRAMMING MANAGER: Responsible for managing all aspects of programming, striving to maintain highest possible quality in each area. Degree in communications preferred.

Interested candidates should apply in writing by March 16, 1981 to:

Cablesystems Pacific
317 S.W. Alder, Suite 750
Portland, Oregon 97204

Cablesystems Pacific is an Equal Opportunity Employer

ACCOUNTING CLERK I

(Accounts Payable)

\$11,952 - \$12,550, plus excellent Metro paid benefits for employee and dependents. This position performs bookkeeping and accounting functions which may include cashier, cash receipts, preparing bank deposits, cost records, refund checks, keeping fiscal records, accounts payable, data entry for all functions of accounting; does other related work as required. Requires two years experience bookkeeping, and high school diploma, preferably supplemented by college or business school training including basic knowledge of data processing or any satisfactory equivalent of experience and training. Apply:

METRO PERSONNEL OFFICE

Metropolitan Service District
527 S.W. Hall
Portland, Oregon 97201
By Monday, March 9, 1981, 5:00 p.m.

An Equal Opportunity Employer

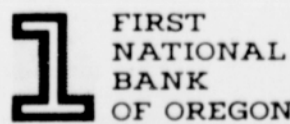
Talk To Us, First

N.E. Portland Interviews
Wednesday, March 11
9:30 am to 12:30 pm

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 have several clerical positions available now and in the future. Most jobs require excellent ten key skills and light typing (34-45 wpm). Experience using various office machines and stable work or school history is desirable. We also have other openings with general typing duties.

Interested? Apply in person Wednesday, March 11 at the Urban League Building, 5129 N.E. Union, between 9:30 am and 12:30 pm. We are an equal opportunity employer.



FIRST NATIONAL BANK OF OREGON
A WESTERN BANCORPORATION BANK

SUMMER JOB

Looking for a summer job? Age 15 but not yet 19?

Outdoor work in the woods interest you?

The Youth Conservation Corps (YCC) is looking for you.
See your work experience coordinator at your High School.
or call Mel Loftus, MT. Hood National Forest
Phone: 503-667-0511

APPLICATIONS now ACCEPTED

City of Portland is accepting applications for four positions with the Veterans Employment Training System (VETS) a program of the Training and Employment Division of the Human Resources Bureau. These positions are directly involved in the provision of Job development and Employment Training Service for unemployed or underemployed Vietnam Veterans or other Veterans. **Lead Counselor** will perform some supervisory duties for VETS and carry a caseload of veterans needing Direct Job Placement assistance. **Recruiter/Job Developer** carries the primary caseload, contacting employers to develop job placements, and also conducts veteran recruitment activities. **Intake Counselor** determines applicant eligibility under the Comprehensive Employment Training Act and refers applicants to appropriate Veteran and community activities. **Community Services Aide:** Clerical duties include maintaining a directory of community services for Veterans. Applicants for the first three positions should have experience in Veterans Services Counseling and Job Development activities. Vietnam Veterans urged to apply. Send resumes indicating positions for which application is being made to:

Training and Employment Division
522 SW 5th Room 817
Portland, OR 97204
By March 11, 1981.
An Equal Opportunity Employer M/F/H

SECRETARY

\$11,952 - \$14,517
Performs a variety of secretarial and related clerical duties. Knowledge of office practices and procedures; skill in operating a typewriter accurately and rapidly. Demonstrated training, education, or work experience which has provided an opportunity to perform a variety of assignments with some discretion and judgment, and the ability to work independently. Requires at least one year of responsible work experience in a secretarial or administrative position; graduation from high school or the equivalent GED certificate. Training or experience in planning or Environmental Sciences desirable. This is a temporary, 6 month position. Apply:
Metro Personnel Office METROPOLITAN SERVICE DISTRICT
527 S.W. Hall
Portland, OR 97201
By March 13, 1981 at 5:00 P.M.
An Equal Opportunity Employer

GENERAL MECHANIC INDUSTRIAL

Must be experienced in millwrighting, welding, pipe fitting, journeyman status required. Must be able to work any shift, any day. Starting pay \$12.21 per hour. Excellent benefits. Telephone 228-3160 for further information.

ALUMINUM CO. of AMERICA

Vancouver, Washington
An Equal Opportunity Employer

BANK

SAVINGS OPERATOR CLERK

(Part Time)
We need someone with good phone etiquette to work part time in our Savings Operations Dept. 6 months office experience; numeric & Alpha filing techniques, typing 35 wpm and accuracy important. We need your good communication skills from 5PM to 7PM, Tues. through Fri. and 10AM to 5PM on Sat.

APPLY PERSONNEL DEPT.

FARWEST FEDERAL SAVINGS
421 SW 6th
Portland, OR 97204
An Equal Opportunity Employer M-F-H-V

ELECTRICIAN

Weyerhaeuser Company has opening for an Electrician at its Longview, Washington operation. Applicant must have a journey level rating, prior experience in industrial/saw mill electrical work required. Excellent benefit package. Qualified applicants should send resume to:

Mrs. Betty Phillips
Employment Representative
Weyerhaeuser Company
P.O. Box 188
Longview, Washington 98632

An Equal Opportunity Employer M/F

LIQUOR CLERK

Entry level position with our purchasing department for an individual to maintain liquor stock. Must be detail oriented. Light bookkeeping skills helpful and must be 21 or older. Please apply:

SW BROADWAY & OAK
Portland, Oregon 97216
Attn: Personnel
Tuesday through Thursday - 12:30 - 3:00
An Equal Opportunity Employer

DATA CONTROL

DATA ENTRY ASST. SUPERVISOR
Experienced keypunch operator with supervisory experience. Full time position. Hours 8 to 4:45, Mon. thru Fri. Please apply personnel Dept.

EMANUEL HOSPITAL
2801 N. Gantenbein
Portland, OR 97227
An Equal Opportunity Employer M-F-H

ENERGY ORGANIZER RUNT

Assist NE residents in becoming more self-reliant by demonstrating solar and wood heating, weatherization and gardening. Requires skills and experience in working with community groups and volunteers and basic understanding or active interest in energy and resource conservation. Pays \$368.00 per month plus \$75 month. Call 284- RUNT by noon 3-12-81.

CLERICAL

The following government jurisdictions are currently accepting applications through the Cooperative Selection Center (CSC): Clackamas, Washington, and Multnomah Counties. For more information, call 295-2402.

Cooperative Selection Center
0317 SW Gibbs
Portland, OR
Office Phone: 295-2401
An Equal Opportunity Employer

CHINESE STATION COOK

Full time position available for individual who has knowledge of Chinese cuisine. Must know WOK cookery and be familiar with Chinese methods and ingredients. Good benefits. Please apply:

SW BROADWAY & OAK
Portland, Oregon 97216
Attn: Personnel
Tuesday through Thursday - 12:30 - 3:00
An Equal Opportunity Employer

TALK SHOW PERSONALITY

Opening at KXL Radio. Minimum 3 years talk show experience required. Call Larry Roberts:

231-0750
An Equal Opportunity Employer

MACHINIST

Journeyman status required

Must be able to work any day, any shift. Starting pay \$12.21 per hour. Excellent benefits. Telephone 228-3160 for further information.

ALUMINUM CO of AMERICA
Vancouver, Washington
An Equal Opportunity Employer

PUBLIC RELATIONS PERSON

Needed for temporary jobs with KXL Radio. Requires car. Call Larry Roberts:

231-0750
An Equal Opportunity Employer M/F

CRISIS INTERVENTION

Volunteers, mature, non-judgmental caring volunteers for mobile crisis team. Training, expenses provided.

METRO CRISIS SERVICE
248-5433

ENGINEERS

Civil/sanitary firm has openings in design of roads, street sewage treatment plants, sanitary sewers and storm drain systems. Must have minimum of 6 to 8 years experience and PE license or be eligible to obtain Oregon registration. Attractive salaries, benefits and profit sharing plans. Send resume in confidence to:

P.F. Einger
COOPER & ASSOCIATES, INC.

11675 S.W. 66th Avenue
Portland, Oregon 97223

An Equal Opportunity Affirmative Action Employer M/F

CITY OF PORTLAND POLICE DATA TECHNICIAN TRAINEE

\$856 Mo - \$924 Mo
On-the-job training in information processing in Records Division of Police Bureau. Includes use of computer terminals, teletype, classifying, coding and filing. Must possess typing skills, especially in numbers, have a valid driver's license, be available for shift work and not have a criminal record that would compromise ability to process confidential information. Upon successfully completing program, trainees will be eligible for appointment as Police Data Technician. Apply:
Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201
Women and minorities are encouraged to apply.
An Equal Opportunity Employer