

Jobs**Classifieds****Jobs****Classifieds****TEMPORARY
PART-TIME****Associate Conservation
Representatives**
Portland Office

Selected individuals will: 1. have a direct selling or public contact experience; and, 2. have a car and provide proof of insurance. Pre-qualified leads provided. Wage: Base plus commission. Mileage Reimbursement. Applications now accepted in the Portland office:

Northwest Natural
Gas

220 N.W. Second Ave.
Portland OR 97209

An Equal Opportunity
Employer. Women and
Minorities encouraged
to apply.

**RESIDENTIAL
YOUTH CARE
WORKER**

Temporary position, could lead to full-time permanent. Varied days and shift. For group home. Work with adolescent females, emotionally disturbed and delinquent. \$4.00/hourly. Education and experience preferred. Send resume to:

W. Watson

2301 N.W. Glisan
Portland OR 97210

MISC. FOR SALE

Satellite Television
Do-it yourself \$995.
Deluxe \$3,600 system,
save \$1,100 now.
\$2,500 for 10 days
only. We'll 'beat' any
dealer's price!

257-1060

Portland Warehouse

INVENTORY CONTROL CLERK

To maintain up to date inventory records for warehouse operations, receive, match, validate and post to inventory records all purchase orders and receiving reports, receive, log, validate and post to inventory records all completed material requisitions, produce stock status reports, perform routine clerical duties including phones, typing, filing and misc. other duties as assigned. Qualified candidates must have a high school diploma or G.E.D. and a minimum of one year office experience, be able to type 45 wpm, inventory and general clerical skills helpful. Interested persons should contact personnel in writing no later than Thursday, September 13.

Rogers Cablesystem
3075 N.E. Sandy Blvd.
Portland OR 97232

Equal Opportunity Employer

**HOUSING AUTHORITY OF PORTLAND
Executive Secretary**

Works under general supervision of the Executive Director of the Housing Authority of Portland performs a variety of skilled secretarial and clerical duties. Interfaces with Board of Commissioners in person and by phone, arranges Board meetings, takes and transcribes minutes of Board meetings. Types letters and reports from notes and rough draft. Maintains confidential files. Exercises diplomacy in interpersonal relationships with staff, particularly in sensitive matters.

Experience & Skills:

- At least four years progressively responsible secretarial duties.
- Type 60 wpm accurately.
- Takes shorthand at 100 wpm.
- Ability to work independently.
- Ability to maintain harmonious relations with tenants, staff, and the general public.
- Ability to communicate effectively orally and in writing.

Reports to: Executive Director

Pay Range: \$7.18 - 9.28 per hour

Make application at:

Housing Authority of Portland
1605 N.E. 45th Avenue

between 8:30 a.m. and 4:00 p.m., Monday thru Friday. HAP application must be completed. Applications accepted until 4:00 p.m., Wednesday, September 19, 1984.

EQUAL OPPORTUNITY EMPLOYER M/F

POSITION ANNOUNCEMENT**Instructor**

Annual Salary Range: \$20,000-25,000

The Portland Private Industry Council has an opening for a Instructor at its Northeast Youth Institute, which will be serving out-of-school youth between the ages of 16-21.

This position will be responsible for designing and instructing GED and Computer Assisted Instruction programs, and coordination with Portland Public Schools and other educational agencies.

Requirements include a degree in education, computer assisted instruction, or other relevant social service and teaching experience in GED programs. Qualified applicants should submit a resume to:

E. Bauder

Portland Private Industry Council, Inc.
1120 S.W. Fifth Room 400
Portland, OR 97204

Closing date September 26, 1984.

Women and Minorities are encouraged to apply.
An E.E.O./Affirmative Action Employer.

SECURITY/DISPATCHER

Rogers Cablesystems has an immediate opening for a Security/Dispatcher to coordinate prompt and efficient actions in response to requests for service and ensure that the building is properly secured, receive complaints/inquiries concerning service, control access to building after hours, monitor all security monitors and fire alarm panel, coordinate timely completion of work pertaining to service department.

High school diploma or GET with experience in CATV service or related customer service field is preferred and two years of military, security or police work with a solid understanding of security procedures. Must be able to perform efficiently under pressure situations, work non-standard hours including weekends and must be bondable.

Interested persons should contact personnel in writing no later than Friday, September 14th at the following address:

ROGERS CABLESYSTEMS
3075 NE Sandy Blvd.
Portland OR 97232

EOE

Jobs Classified
283-0090