

POSITIONS WANTED

Advertising Sales Representative

1985 journalism graduate from the University of Oregon seeks ad sales position on daily or weekly. His experience in the print profession spans five years which includes two years of advertising experience with college newspapers. Has also completed two internships with the Gresham Outlook and the Hood River News. Contact: Martin Morrison, 2601 S. Troutdale Rd., Troutdale, OR 97060. (503) 661-0103.

Reporter/Photographer/ Layout

Experience at the Oregon Herald Newspaper in Albany gave him the opportunity to perform a variety of duties. He covered the courts and city hall, took photos and assisted in page layout and paste-up. Contact: Richard Cone, 4823 Burntwood Ct., SE, Salem, OR 97301. (503) 581-4520.

Marketing/Circulation/ Promotions

Previously president and publisher of the Chicago Spectator Corp., where he supervised all non-editorial personnel, particularly in advertising. Prior to that, he was the marketing services associate of the Chicago Tribune, advertising director of Chicago Business, marketing and circulation manager of Capital Cities Communications and director of the Oregon Daily Emerald. Has MBA in marketing, but emphasizes his flexibility on salaries and positions. Will consider entry-level work with the condition that it leads to a managerial position. Contact: Dane Claussen, 3014 NW Firwood Dr., Corvallis, OR 97330. (503) 754-0168.

SECRETARY

Housing Department needs clerical support, especially in the areas of computers/word processing and telephone. Duties include entering and updating loan reports, spreadsheets, agreements, letters, etc., and serving as Section receptionist. Desirable qualifications: skill in word processing and computer including spreadsheets and answering multi-line telephone, thorough knowledge of secretarial practices. Work experience in a lending institution helpful. Starting salary range \$16,160—\$17,620. Regular raises, excellent benefits. To apply, fill in application between 9am-4pm, Mon-Fri at:

**Portland Development
Commission
1120 SW 5th, Suite 1102
Portland, Oregon**

Equal Opportunity/
Affirmative Action Employer

RECEPTIONIST

Sharp experienced Receptionist to handle busy front desk. You represent us to the rest of the City and must have previous experience in communicating with all kinds of people, be organized, think on your feet, solve problems. Starting salary range, \$14,260 — \$15,540. Regular raises, excellent benefits. To apply, fill in application between 9am-4pm, Mon thru Fri at:

**Portland Development
Commission
1120 SW 5th, Suite 1102
Portland, Oregon**

Equal Opportunity/
Affirmative Action Employer

REAL ESTATE

3 bedroom house, large lot, garage, cabin, storage. Near coast, Rogue River. Ideal Climate. Good Hunting & Fishing. \$27,000. Call (503) 439-2611 for information.

management

ASST. SUPERVISOR OF HOUSEKEEPING

Ability to develop and present training program in communication skills, supervisory skills, affirmative action, sexual harassment and safety. Responsible for building inspections to maintain desired levels of cleanliness, disinfections and safety. Minimum of 5 years of demonstrated teaching or training experience in industrial environment. Possess expertise or have ability to acquire basic knowledge of building construction, operation of heating plants, mechanical equipment, utilities and custodial cleaning operations. Bachelor's degree in Management, Fiscal Administration, Science, Education or Technology. Graduate degree preferred. 5 years supervisory or training experience. Salary based on experience/preparation, range \$22,747—\$29,551. Excellent fringe benefits. Full job description available. Must complete PPS application; submit current resume, work experience/training; three letters of references re: qualifications for position. Applications accepted thru 4:30pm, July 21, 1986. Apply:

**Portland Public Schools
501 N. Dixon
Portland, OR**

Equal Opportunity/
Affirmative Action Employer

Reporter

For seven months, worked as editor/writer/photographer and layout artist for The Source, the Church Council of Greater Seattle's ecumenical newspaper. At the same time, worked at the Vancouver Columbian as a legislative reporter. Contact: Thomas Grant Braman, 12155 SE 31st Place, No. 34, Milwaukie, OR 97222. (503) 654-9062.