

ACCOUNTING

INVESTMENT ASSISTANT

The Investment Department of a major health insurance company will be accepting applications for the Investment Assistant position. Investment activities include transferring and recording of figures required to generate daily balance reports, records monthly buy and sell transactions for stock portfolio, performs account reconciliation and other investment-related tasks. Minimum qualifications: qualified applicants will have knowledge of investment theory. Demonstrated analytical skills. Minimum 1 year college accounting or 1 year accounting or bookkeeping experience, 10-key & calculator. Experience using a personal computer and Lotus 1-2-3 would be helpful.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flexible work hours, and competitive salary. Please apply or send resume to:

**Blue Cross and
Blue Shield of Oregon**
Human Resources Dept.
5th Floor
100 S.W. Market
Portland, OR 97201

Equal Opportunity Employer

HELP WANTED

PUBLICATION - COMMUNICATION SPECIALIST with strong sales, layout and design experience. Chamber activities. Base plus commission. McMinnville Chamber of Commerce, 417 N. Adams, McMinnville, OR 97128. (503) 472-6196.

HELP WANTED

\$20,000 Yearly Possible. Prepare at home for Post Office Clerk Carrier employment exams. Fee. Write: Federated (OR9), P.O. Box 16088, Hattiesburg, MS 39407-6088.

MAINTENANCE SUPERVISOR

Swing Shift. Salary Range: \$2116.83 to \$2858.67 per month plus benefits. Requires 3 years supervisory experience supported by excellent references, mechanical aptitude, math and communication skills plus knowledge of computer input and output. Experience in safety and hazard communication training. Affirmative Action supporter. BA degree in related field desired. Resumes to:

**Personnel Manager
C-Tran
P.O. Box 2529
Vancouver, WA 98668-2529**

Closes with selection of candidate.

Equal Opportunity Employer MFH

HELP WANTED

Carpet Installers. Need journey level carpet mechanics. Must be able to relocate Maui, Hawaii. Must have own tools. Paid top money. References and/or resume needed. Call 1-(808)-242-6402, or write K.B. Tester, 401 Hookahi St., No. 14, Wailuku, Maui, Hawaii 96793.

HELP WANTED

HIRING NOW! Construction (all phases), drivers, machinists, mechanics, welders, airlines, (up to \$32.60/hr). (308) 382-3700. (We know who's hiring). Transcontinental Job Search. Fee required.

HELP WANTED

OVERSEAS JOBS \$20,000 to \$60,000 plus bonus. Job offers guaranteed. Free information. Doycorp, Box 697-LGS, Pocatello, Idaho 83201.

JOBS
Magazine

288-0033

NEIGHBORHOOD LIVABILITY COORDINATOR

The Neighborhood Livability Coordinator will be responsible for coordinating neighborhood outreach activities and working with H.C.D. Neighborhoods on H.C.D. clean-up projects.

Qualifications:

- demonstrated organizational ability.
- demonstrated ability to communicate well with people of all ages, races and lifestyles.
- knowledge of the Inner North/Northeast Community, neighborhood associations, organizations and community groups.
- responsible for recruitment and training of volunteers for involvement in H.C.D. neighborhood activities.

Skills:

- ability to work independently and to formulate a work plan.
- ability to supervise and motivate volunteers.
- writing skills.
- familiarity with local government process and policies.
- ability to understand the total concept of the project.

Compensation:

\$5,000 with a commitment of twenty (20) hours per week for thirty-two (32) weeks.

Note: Position will be as a consultant to the H.C.D. neighborhoods, and the person selected will be acting as an independent contractor, responsible for his/her own taxes and social security payments.

Applications are available at:

**The Northeast Neighborhood
Office**
4815 N.E. 7th Avenue
Portland, OR 97211
248-4575

No applications will be mailed.

Deadline for completed applications is Wednesday, October 1, 1986.