

## ADMINISTRATIVE ASSISTANT

Highland Community Services is seeking an individual with excellent organizational skills to provide administrative support to the Executive Director in a manner which ensures confidentiality. Ability to work under pressure and meet critical deadlines. Demonstrated ability in the area of supervision. Responsible for managing general clerical functions, and developing office procedures to maintain smooth operation within the agency. Must have thorough knowledge of Bookkeeping practices, A/P, A/R, payroll recordkeeping, general ledger, etc. Excellent communication skills (oral, written, listening, and negotiating) with all levels of personnel and management in and outside the agency.

### Minimum Qualifications:

Two years post high school education plus four years experience in performing administrative secretarial skills. Excellent typing skills (approx. 60-70 wpm) including strong spelling, writing, and editing.

Deadline: Wednesday, Novem

Deadline: Wednesday, November 12, 1986—12 Noon

Salary: \$16,000 annually

Start Date: December 1, 1986

To apply send letter of application, resume, and three letters of recommendation to:

**Gina E. Wood,**

**Executive Director**

**Highland Community Services**

**P.O. Box 11531**

**Portland, Oregon 97211**

Equal Opportunity Employer

## OPERATORS NEEDED

Operators & Manicurists needed for lovely five-station salon. Good N.E. area. Booths for lease. Start Nov. 4th.

Call 282-2932

between 7:30 & 9:30 A.M. Ask for E.J.

## \$60.00 PER HUNDRED PAID

For remailing letters from home! Send self-addressed, stamped envelope for information/application.

**Associates**

**Box 95-B**

**Roselle, NJ 07203**

## MENTAL HEALTH THERAPIST

MA or MSW to work with Crisis Team. Duties: Psych-assesses, M.S.E, crisis intervention, short term treatment, Case Management, resource networking, med. monitoring for C.M.I. clients. For further information, contact:

**Mary Jo Thomas**

**North/Northeast Community Mental Health Center**

**between 8:30 am and 5:00 pm  
239-8871**

Deadline is November 5, 1986.

## WORD PROCESSING OPERATORS SWING SHIFT

PORTLAND PUBLIC SCHOOLS

Immediate openings for trained Wang VS word processing operators. 2 yrs exp required. 90 wpm minimum typing, exc spelling, grammar and punctuation skills. Salary range \$14,867-\$19,439 depending upon exp. Exc fringe benefits.

Apply:

**Blanchard Education**

**Service Center**

**501 N. Dixon**

**Portland, OR**

Equal Opportunity/

Affirmative Action Institution

## 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 39402-6088.

## ACCOUNTING

Blue Cross and Blue Shield of Oregon, a major health insurance company, is seeking a Supervisor, Financial Accounting, in the Financial Accounting Dept. Qualified applicants must have past supervisory experience in the accounting field, strong background in auditing, financial statement preparation, developing accounting systems. Understanding of life & health insurance accounting preferred. Strong written & oral communication skills, BS degree in Accounting. Lotus Programming desired. Decision making ability to train, oversee & direct are qualities essential to this position.

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

## LANE COMMUNITY COLLEGE

### CLERK II HEALTH OCCUPATIONS

Application Deadline:

November 13, 1986

### CLERK II ONE-HALF TIME 9 MONTHS STUDENT HEALTH

Application Deadline:

November 26, 1986

Call 1-726-2211 or write:

**Lane Community College**

**Personnel Services**

**4000 E. 30th Ave.**

**Eugene, OR 97405**

For application and job description. LCC application must be received no later than 5:00 p.m. on deadline date.

An Affirmative Action  
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