

PERSONNEL

EMPLOYMENT REPRESENTATIVE

Blue Cross & Blue Shield of Oregon, an major health insurance company with a work force of 1500+ employees, is currently accepting applications & resumes for a temporary Employment Representative in the Human Resources Department.

Incumbent will be responsible for the recruitment, prescreening & interviewing of employment candidates to fill open positions within Blue Cross Blue Shield of Oregon. Will maintain employment records & documentation to provide accurate & current information to management staff.

Qualified candidate must have a minimum of 2 years employment interviewing experience; a thorough knowledge of personnel law & EEO regulations as they pertain to employment; and have the ability to communicate effectively with all levels of management, employees and prospective employees. Deadline for accepting applications is August 12, 1987.

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

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

POSITION OPEN Photographer

Full time staff photographer for daily business newspaper. Must be a self-starter, have good work habits, be organized and capable of handling lab work. Send resume and references to: Tom Stearns, Publisher, Portland Business Today, PO Box 10127, Portland, OR 97210. (503) 226-1311.

ACCOUNTING

EDP AUDITOR

Blue Cross and Blue Shield of Oregon, a major health insurance company, is currently seeking an EDP Auditor for its Internal Audit Department. This position will assist in the planning of all audit engagements, perform financial audits involving all plan operations, and draft audit reports regarding audit findings and recommendations. Will also participate in systems development, review of existing systems, and audits of planned EDP functions.

Requirements for this position are:

- Bachelor's degree in Business Administration, Accounting, or Information Systems.
- 2 years experience in auditing and/or EDP at the Systems Analyst level.
- Understanding of accounting, auditing, and control concepts.
- Programming experience and familiarity with IBM personal computers desired.
- Experience in programming using COBAL, SAS, or Easytrieve Plus. familiarity with IBM PC, DOS, & Lotus 1-2-3; CIA or CISA desired.

Position requires strong human relations and communication skills

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Human Resources Dept., 5th Floor
100 S.W. Market
Portland, OR 97201



Equal Opportunity Employer

POSITION OPEN City, County & Court Reporter

Ashland Daily Tidings, a Monday through Saturday daily newspaper with 5,880 circulation, seeks city, county and court reporter. Must have at least one year experience. Send resume and clips to: Ken O'Toole, managing editor, Ashland Daily Tidings, P.O. Box 7, Ashland, OR 97520. Telephone calls will be accepted (503) 482-3456.

STOREKEEPER

Unified Sewerage Agency

\$9.13-\$11.11/hr. Orders stock items; receives, stores and distributes equipment and supplies; maintains purchasing and inventory records. Req. resp. exp. in a purchasing, storekeeping, or inventory bookkeeping position. Agency application forms req., resumes NOT accepted. Apply by August 14, 1987 to:

Washington County Personnel
150 N First Ave., Room B-2
Hillsboro, OR 97124

An Equal Opportunity Employer

UTILITY WORKER

Unified Sewerage Agency

\$7.90-\$9.59/hr. Performs a variety of manual labor tasks connected with the maintenance of sewage treatment facilities. req. exp. in construction, manual labor or facilities maintenance. Agency applications req., resumes NOT accepted. Apply by August 14, 1987 to:

Washington County Personnel
150 N First Ave., Room B-2
Hillsboro, OR 97124

An Equal Opportunity Employer

WASHINGTON COUNTY JOBS

Plans Examiner A-Limited,
\$2136 - \$2597/mo.

Mental Health Nurse,
Call (503) 648-8607 for information.

County application forms req.
Apply by August 14, 1987 to:

Washington County Personnel
An Equal Opportunity Employer

MSW

Counselors needed for two half-time positions in our Adult Day treatment and Outpatient programs. Will consider one full-time person for both positions. Send resume by 8-17-87 to:

CCMH
6329 N.E. Union
Portland, OR 97211