

DATA PROCESSING

DATA CONTROL COORDINATOR

The Port of Portland has an opening for a Data Control Coordinator to work day shift, Monday thru Friday.

Preferred qualifications include previous experience with data control in a medium sized IBM shop, effective communication skills, familiarity with DOS/USE JCL, knowledge of general accounting functions, familiarity with IBM 43XX DOS/USE system, experience operating an IBM 3741/42 data entry station and operating knowledge of IBM personal computer and Entry-manager software. Also preferred, course work or experience in business, accounting, computer operations, data entry or related field.

If interested and qualified apply at:

**Port of Portland
Employment Office
12th Floor
700 N.E. Multnomah Blvd.**

Applications must be received by 5:00 p.m. Friday, September 11, 1987. Port offices will be closed Monday, September 7, 1987.

The Port is an
Equal Opportunity Employer

HELP WANTED - SALES

Advertising sales: \$3000-\$4000 monthly commissions and bonuses. Must have two years in-home or direct-to-business sales experience. Limited overnight travel. 1-800-777-7444 or (503) 284-9190, Ben Hogan.

HELP WANTED

HVAC Service Technician, experienced residential and commercial. Cottage Grove, Eugene area. Full, part-time. Resume to: P.O. Box 186, Cottage Grove, OR 97424.

ADMINISTRATIVE COORDINATOR CONSTRUCTION

The Port of Portland has an immediate opening for an Administrative Coordinator in our Engineering and Construction Department.

Preferred qualifications include the ability to organize and follow through on a variety of projects, and course work or experience in the following: correspondence, office procedures, typing, filing and shorthand or equivalent. Also preferred are word processing skills, microcomputer training and experience using Lotus 1-2-3. Applicant should work well under pressure, be able to coordinate administrative work, and train other construction office support personnel. Financial background is helpful. Starting salary is \$12,500 to \$16,000 commensurate with experience.

If interested and qualified, apply at:

**Port of Portland
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700 N.E. Multnomah Blvd.**

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SECRETARY

Typing, Reception, mailing, W.P. skills and experience. Part-time (20 hrs.) to start. Do not send resumes. Request position description and application to:

**Ecumenical Ministries
of Oregon
0245 SW Bancroft
Suite B
Portland, OR 97201**

Position may close anytime after September 18, 1987

Equal Opportunity Employer

PUBLIC NOTICE

RENTAL ASSISTANCE PROGRAM

Applications for rental assistance through the Housing Authority of Washington County will be accepted for the Section 8 Existing Housing Program beginning September 17, 1987, for 2, 3, and 4 bedroom units. No applications will be accepted after September 30, 1987.

Applicants must be low income; qualified as a family or be handicapped, disabled, or 62 years of age or older.

Persons currently receiving rental assistance under other housing programs or who are already on the waiting list for other programs will in no way be jeopardized by making application.

Applications will be accepted at:

**560 S.E. Third Avenue
Hillsboro, Oregon
from 8:30 a.m. to 12:00 noon,
and 1:00 p.m. to 5:00 p.m.,
Monday through Friday**

Equal Housing Opportunity



BUSINESS OPPORTUNITIES

Petroleum Distributorship: Complete operation includes rolling stock, real estate and help in taking over. Produces good income. \$322,000. "Ask for Tony" Hepler-Jackson Real Estate, 33 East Main, Walla Walla, WA 99362.

HELP WANTED

Retired, semi-retired couple manage resort (motel, cabins, RV park) while we take several short vacations between October-March, in exchange for RV space, living quarters. Ocean Park Resort, (206) 665-4585.