

## SECRETARY

We offer an excellent opportunity for individual with advanced secretarial skills and experience with real estate loan documentation. Qualified applicants must possess two years secretarial experience, two years experience with a title insurance company or real estate lender and excellent verbal and written communication skills. Must also have typing skills of 70 wpm and word processing experience.

We offer an excellent flexible benefits program, and a highly competitive salary commensurate with experience. Qualified applicants should submit their applications and salary requirements to:



Personnel Department  
1001 SW 5th Avenue  
P.O. Box 3066  
Portland, OR 97208

Equal Opportunity Employer

## OPERATIONS SUPERVISOR

For the Legislative Administration Committee. Responsible for operation & maintenance of heating & cooling systems & supervision of custodial & preventive maintenance workers for the Oregon State Capitol. Experience operating & maintaining heating & cooling systems & supervising custodial & preventive maintenance staff required. Salary range \$1918-\$2452/month. Legislative Administration Committee application & other materials required. Application materials must be received by 5pm, October 23, 1987. Contact:

Personnel Office  
Legislative Administration  
Committee  
S-404 State Capitol  
Salem, OR 97310  
(503) 378-8530

## CLERICAL

Temp, part time. 17 1/2 hrs/week, \$5.50/hr. 10/19/87 thru 12/31/87. Filing, copying, mail distrib, light typing. Obtain app at:

2301 N.W. Glisan  
Portland, OR

Deadline: 5 p.m., 10/16/87. No resumes. No calls, please.

Equal Opportunity Employer

## Want to VEND

Top candies, nuts, mints, gums, etc. using advanced machines, locators, training, merchandising for highest time-investment return? Responsible, mature with care & \$5,000.00?

Call 1-800-346-6747

Secretary

## Senior Secretary

Here's an opportunity to enjoy your profession while also helping to improve the community! For nearly 30 years, the Portland Development Commission has been dedicated to enhancing Portland's quality of life through a variety of programs. We are actively seeking two talented secretaries, providing skilled support to a Department Director and Project Coordinators.

You will type a wide variety of materials from copy or dictating equipment, manage supervisor's calendar, respond to telephone inquiries and keep your team organized. We require true professionals with excellent secretarial skills including word processing, public contact, and a thorough knowledge of business English, spelling, punctuation, grammar and proofreading.

In addition to a starting salary of up to \$19,248, we offer the opportunity to be an integral member of a motivated team. Apply at the address below.



Portland Development  
Commission  
1120 SW Fifth Ave.  
Portland, OR 97204

PORTLAND  
DEVELOPMENT  
COMMISSION

Equal Opportunity Employer

## CASH MANAGEMENT CONSULTANT

Oregon Bank offers an excellent career opportunity in our Cash Management Department. Responsibilities include outside sales calls, marketing cash management services and products. Applicants must have a 4 year degree from an accredited college or university, or equivalent work experience in a business environment; strong sales and marketing background; working knowledge of bank operating and credit functions and personal computer experience. Previous cash management is preferred.

We offer an excellent flexible benefits program and a competitive salary commensurate with experience. Qualified applicants should submit their resume, including salary history to:



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## STATE OF OREGON

Vocational Rehabilitation Division is recruiting to fill the position of Branch Manager located in Eugene. The Branch Manager directs a staff of counselors and secretaries in providing Vocational services to the handicapped. Contact the local State Employment office of obtain the State recruiting announcement and application form which indicates minimum requirements. Return the application form to:

VRD Personnel  
2045 Silverton Rd. NE  
Salem OR 97310

no later than 10/23/87.

E.O.E.

Females, Handicapped and Minorities are encouraged to apply.