

JOBS & CLASSIFIED ADVERTISING

ACCOUNT EXECUTIVE

Exceptional opportunity for a motivated service-oriented individual to sell life insurance in a financial institution environment. We're looking for an individual with sales ability, motivation, customer service skills and high energy to help satisfy our customers' financial needs. You may be the right person for this position. Experience in service sales and life/PC license preferred.

We offer an excellent flexible benefits program and a highly competitive salary plus commission. Qualified applicants should submit their resume to:

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

APPLICANT HOURS
9-1 Mon-Fri

Equal Opportunity Employer

ACCOUNTING FISCAL MANAGER

Full charge for non-profit social service agency. Computer skills required. Accounting degree preferred. Salary commensurate with experience. Medical/dental benefits. Submit resume to:

Kathy Olivier
Outside In
1236 S.W. Salmon
Portland, OR 97205
Deadline: 2/9/88

ADMINISTRATIVE COORDINATOR

Industrial Parks Division

The Port of Portland has an immediate opening for an Administrative Coordinator in the Industrial Parks Division.

Preferred qualifications include the ability to organize and follow through on a variety of projects, handle a large number of incoming calls in a professional and courteous manner, a demonstrated knowledge of office procedures, and coursework or equivalent experience affording good typing and word processing skills. Also desired is the ability to learn IBM PC. Starting salary is \$13,600.

If interested and qualified, apply in person at:

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

All applications must be received by 5:00 p.m. Friday, February 5, 1988.

The Port is an Equal Opportunity Employer

ASSISTANT TRAINER

The Private Industry Council is recruiting for an assistant trainer. This regular, full time position provides clerical support and training assistance to education, training, and employment directed programs and activities for youth. Preferred qualifications: two years college with coursework in education or social sciences; two years experience in employment interviewing, counseling, vocational guidance, or social service casework. Beginning salary range \$15,280 to \$16,957 plus benefit package. Closing date 5 PM February 15, 1988. Applications available at:

The Private Industry Council
520 SW 6th St., Suite 400
Portland, OR 97204

An Equal Opportunity/
Affirmative Action Employer

EARN \$100-\$450-PLUS WEEKLY STUFFING ENVELOPES AT HOME!

Earn \$1.00 per envelope stuffed per instructions. Free details, no exp. req. Send long S.A.S.E. to:

M&L Distributors
P.O. Box 1262, Dept. P
Lynnwood, WA 98046

CLERICAL RETURN TO WORKERS

We are looking for a mature individual for our record filing department. Typing speed of 35 wpm, high energy level, a pleasant personality and work stability are the only qualifications. Lots of walking, standing and people contact.

We offer excellence in our work location, office environment, co-workers and benefit package. Regular hours of 8:00 a.m. - 4:30 p.m. Monday-Friday combined with a competitive salary makes this an excellent opportunity.

If you are interested, please send a brief outline of your background to:

Mark Zeiger
Personnel Manager
Safeco Insurance
4101 S.W. Kruse Way
Lake Oswego, OR 97035

EOE

CUSTOMER SERVICE REPRESENTATIVES & REPAIR SPECIALISTS

Positions require excellent communication skills & ability to work well under pressure. Patience, flexibility, professionalism & positive attitude essential.

Send resume to:

TCI Cablevision
(ATTN: M. Henriksen)
P.O. Box 8677
Portland, OR 97207

An Equal Opportunity Employer

CONSUMER LOAN OFFICER

We have an excellent career opportunity available for an individual with a minimum of 2 years experience in direct consumer lending. Qualified applicants must possess strong skills in documentation and compliance, preferably in a commercial banking experience. Excellent verbal and written communication skills are required.

This position is located in our Consumer Loan Center, which processes loans from throughout our statewide banking system.

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

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

APPLICANT HOURS
9-1 pm Mon-Fri

Equal Opportunity Employer

ELIGIBILITY/ASSESSMENT SPECIALIST

The Private Industry Council (PIC) is recruiting for an Eligibility Specialist. This regular full time position is responsible for assessing applicants for PIC programs and services. It involves heavy contact with applicants and collection of detailed information based on JTPA and fund requirements. Preferred requirements include a Bachelor's degree with major coursework in counseling, sociology or related field; experience in employment interviewing, counseling, vocational guidance, education, or social casework; knowledge of vocational testing. Beginning salary range \$16,603 to \$18,550 plus benefit package. Closing date 5PM Friday, February 12, 1988. Applications available at:

The Private Industry Council
520 SW 6th Ave., Suite 400
Portland, OR 97204

An Affirmative Action/
Equal Opportunity Employer

ELIGIBILITY SERVICES SUPERVISOR (X7012)

SPRINGFIELD & GREATER EUGENE AREA BRANCHES

ADULT AND FAMILY SERVICES DIVISION (AFS)

SALARY
(\$1739-\$2217 - Monthly)
Excellent Benefit Package

State of Oregon, AFS needs energetic and innovative persons with excellent management/supervisory skills to be Eligibility Services Supervisors in our Springfield and Greater Eugene area offices in Springfield and Eugene, Oregon area. There is a current opening in Springfield Branch. The recruitment may be used to fill other openings in the Eugene, West Eugene, Springfield, and Cottage Grove branches. The person filling this position will be responsible for first-line supervision of staff providing delivery of services in the Public Assistance Programs.

QUALIFICATIONS:

You must have two years experience:

- managing, supervising, or leading other people; OR
- determining client eligibility for financial and other public assistance; OR,
- providing advice and counsel to applicants/clients in obtaining and maintaining public assistance or other social services; OR,
- providing job preparation/job search/job placement to clients of a social service agency or other employment service agency; OR
- providing any or all of these elements.

IN ADDITION, you must have a Bachelor's degree or three more years of responsible experience.

Obtain the State of Oregon Application (PD100) and Announcement No. OC880059 from Personnel Center, 775 Court Street, Salem, Oregon 97310. FOLLOW THE INSTRUCTIONS ON THE ANNOUNCEMENT.

Applications with attachments must be submitted to:

Adult & Family Services
Personnel Services Section
516 Public Service Bldg.
Salem, Oregon 97310

Applications must be postmarked by February 16, 1988 to be accepted.

An Equal Opportunity Employer

HELP WANTED

Mail Forwarding. Earn good money at home. Weekly paychecks. SASE to:

Jones
P.O. Box 684-P
Marcola, OR 97454

MAINTENANCE WORKER

For the Legislative Administration Committee. Responsible for performing carpentry, and repairs relating to the maintenance of the Oregon State Capitol. Experience in carpentry and maintenance work required. Salary range \$1574-\$2016 per month. Legislative Administration Committee application and other materials required. Application materials must be received by 5pm Feb 16, 1988. Contact:

Personnel Office
Legislative Administration
Committee
S-401 State Capitol
Salem, OR 97310
(503) 378-8530

PART TIME RECEPTIONIST

Answer switch board for two (2) operations, greet guests, sort and distribute mail. Must type 40 wpm.

Send resume to:

Admin. Asst.
P.O. Box 22125
Portland, OR 97222

Equal Opportunity Employer

HOMEWORERS WANTED!

TOP PAY!

C.I.
121 24th Ave., N.W.
Suite 222
Norman, OK 73069

HELP WANTED

Auto mechanic for repair shop. Good location and pay partnership available with dental plan.

4550 N.E. Alberta St.
223-0583, leave message

INSURANCE

MEDICAL CLAIMS ANALYST

Blue Cross and Blue Shield of Oregon currently is accepting applications for the position of Medical Claims Analyst. Your knowledge of medical terminology, ICD-CPT coding, CRT skills and experience in a doctor's office or hospital setting may qualify you for this position. Apply now for positions to begin on March 4, 1988.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Please apply in person 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

MENTAL HEALTH SPECIALIST

North/Northeast Community Mental Health Center Inc seeks a personable individual to work full time in a vocation-oriented day program that serves chronically mentally ill population. Education & experience preferred, but not essential, minorities are encouraged to apply. Comprehensive salary & benefits. Resume to:

Rodney R. Harry
Personnel Officer
N/NE Community Mental
Health Center
310 NE Oregon St.
Portland, OR 97232
Phone: 239-8871
Closing: Feb 19, 1988

An Equal Opportunity Employer

MENTAL HEALTH TREATMENT COORDINATOR

Innovative day treatment program for 6-12-year-old emotionally disturbed children.

Min. B.A. plus 1 year experience required.

Full time and relief positions available. Excellent benefits.

Resume to:

Edgefield Children's Center, Inc.
ATTN: Associate Director
2408 S.W. Halsey St.
Troutdale, OR 97060-1097

Equal Opportunity Employer

Needed for immediate placement:

- Receptionist
- Light Industrial
- Secretarial

Please call:

Temporary Staffing, Inc.
221-0338

EARN EXCELLENT MONEY

In Home Assembly work. Jewelry, Toys & Others. FT & PT Avail.

CALL TODAY!
1-518-459-3535
(Toll-Refundable)
EXT. B6061A
24 Hrs.

PART TIME HOME MAILING PROGRAM!

Excellent income! Details, send self-addressed, stamped envelope. WEST, Box 5877, Hillside, NJ 07205.

MULTNOMAH COUNTY

Community Services Manager
Developmental disabilities
Program

\$28,564 - 37,146 annually

Administers residential, vocational and educational services to clients through subcontracts; coordinates the development of new services; supervises staff and day-to-day program operations; requires related BS and five years of experience with at least three years experience in the field of developmental disabilities or an MS and two years of experience; apply by February 12, 1988.

Community Information

Technician
\$9.67 per hour

Provides information and education on means of avoiding transmission of AIDS virus to intravenous drug users not currently involved in drug abuse treatment; requires six months of experience; apply by February 12, 1988.

Clinic Health Services

Technician
\$7.38 per hour

Provides paraprofessional health assistance in a clinic setting; prepares patients for medical provider, charts results of vital signs and lab work, performs related clerical tasks; requires one year of training or experience in community health or social services; apply by February 12, 1988.

HVAC Construction Specialist

\$11.69 per hour

Provides project management services to oversee HVAC remodeling and construction projects; position is temporary with the possibility of a future permanent opening; requires one year of experience affording the necessary knowledge and abilities; apply by February 12, 1988.

WHERE TO APPLY

Multnomah County
Employee Relations
Room 1430
1120 SW Fifth Avenue
Portland, OR 97204

An Equal Opportunity Employer

OREGON PUBLIC EMPLOYEE UNION

SEIU Local 503 representing over 1,700 public employees, seeks applicants for Field Representative positions. Includes internal and external organizing, negotiations and contract administration.

All serious applicants must be committed to developing rank and file empowerment. Pay and benefits are good. Salary level will be based on experience. Monthly range: \$1,827 to \$3,120. Hours are long; work is hard.

Resumes due no later than Feb. 15th. Send to:

Giles Gibson
Field Services Director
OPEU
P.O. Box 12159
Salem, OR 97309
Phone: (503) 581-1505

TYPISTS

Hundreds weekly at home! Write:
P.O. Box 17, Clark, NJ 07066

DEVICE INCREASES GAS MILEAGE BY 22%

Now available in Oregon and Washington through:

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If within 6 months of purchasing the produce, you are not 100% satisfied, simply return the unit for a full refund.

PROGRAM EXECUTIVE C (X0033) KLAMATH FALLS BRANCH MANAGER

ADULT AND FAMILY SERVICES DIVISION (AFS)

SALARY
(\$2333-\$2976-MONTHLY)
EXCELLENT BENEFITS
PACKAGE

State of Oregon, AFS is recruiting for a Program Executive C, Branch Manager position in our Klamath Falls Branch office in Klamath Falls, Oregon. The person filling this position will be responsible for managing the Klamath Falls Branch office and the Lakeview Satellite office of AFS. We are especially looking for applicants with the ability to manage people and programs.

QUALIFICATIONS:

You must have:

- four years of progressively responsible administrative or management experience or four years of experience in a staff technical or professional function related to an agency program. In addition, your background must have given you the knowledge and abilities outlined in the questionnaire attached to announcement number OC880073.

IN ADDITION, you must have a Bachelor's degree, or three additional years of responsible experience.

TO APPLY:

Obtain a State of Oregon application (PD100) and the announcement at Personnel Center, 775 Court St. NE, Salem, Oregon 97310.

FOLLOW THE INSTRUCTIONS ON THE ANNOUNCEMENT. Submit your State of Oregon application (PD100) and attachments to:

Personnel Service Section
516 Public Service Building
Salem, Oregon 97310

Indicate the announcement number and the position applied for in the boxes provided on the application.

Applications must be postmarked by February 23, 1988 to be accepted.

An Equal Opportunity Employer

GERIATRIC ASSISTANT (part time, 16-20 hours per week)

This position provides personal assistance and housekeeping services to participants of the Congregate Housing Services Program, operated by the Housing Authority of Portland (HAP).

The duties for this position include performing services such as:

- assisting and/or giving bed baths;
- assisting with shampooing hair;
- assisting with showers and/or tub baths;
- assisting with wheelchair and bed transfers;
- assisting with dressing, personal hygiene tasks and grooming;
- changing occupied beds;
- general light house cleaning;
- cleaning ovens and refrigerators;
- shopping; and
- cleaning bathrooms and kitchens (including floors)

QUALIFICATIONS:

- Nurse-Aide training and certification by a recognized certification program;
- A genuine desire to work with the elderly and handicapped and a sensitivity to their needs;
- Must have a respect for individual differences in standard values and lifestyles.

COMPENSATION: \$5.87/hr.

For more information, call **Carol Steinel**, (503) 241-7227 Monday thru Friday 8:30 - 4:30.

Apply at:

Housing Authority of Portland
1605 N.E. 45th Avenue
between 8:30 - 4:00,
Monday thru Friday.

Only HAP application accepted. Applications will be accepted until the position is filled.

An Equal Opportunity Employer