

PROFESSIONAL SERVICES DIRECTORY

PORTLAND OBSERVER
"The Eyes and Ears of the Community"
288-0033

Phone 288-0033 - To Place Your Ad
Ad Rates: 5 Lines - 1 Week - \$7.50 4 Weeks - \$25.00 (add \$2.50 Per Line)

Deadline: 5:00 P.M. - Tuesday (All ads are subject to the approval of this paper, which reserves the right to edit, reject or properly classify any ad.)

AUTO REPAIR



Eddie's Auto Repair

Low Rates -
While You Wait!

625 N.E. Killingsworth
Portland, Oregon
281-7591

BEAUTY & BARBER SUPPLIES

Look of Radiance
3512 N.E. 15th Street
Portland, Oregon
284-8345
Nails Only • Hair Care Salon
Beauty/Barber Supply • Free Delivery

CONTRACTING-GENERAL

Silco Construction Co.
8614 N. Crawford
Portland, Oregon 97203
286-8155

BEAUTY / BARBER SUPPLIES

ja'bell's
Beauty • Barber • Nails Supplies
5832 N.E. Union Avenue
Portland, Oregon 97211
(503) 281-6393
and
5287 N. Lombard Street
Portland, OR 97203
(503) 283-6085
Open: Mon. thru Sat. 9 a.m. - 6 p.m.

BEAUTY SUPPLIES

P & J's Beauty Salon & Supply
231 N. Lombard • Suite 200
Portland, OR 97217 • 289-0205
Styles by E.J. Bates
Low Prices • Quality Service • Deliveries

CONSTRUCTION

Donald M. Drake Construction
226-3991

FLORAL - SILKS

Eartha's Floral Connection
517-1/2 N.E. Killingsworth
Portland, Oregon 97211
282-3675
We Do Weddings • Funerals
Made-To-Order • Custom-Made

PRINTING

Kinko's
Open 7 Days A Week
1605 N.E. 7th
Portland, Oregon 97212
284-2129

INSURANCE

Ernest Warren - Agent
Auto - Home - Life

Health - Group

P.O. Box 12652
1717 N.E. 19th
Portland, OR 97212
(503) 288-4513

JOBS & CLASSIFIED ADVERTISING

ACCOUNTING

CORPORATE TAX SPECIALIST

Blue Cross and Blue Shield of Oregon is currently taking applications for a Corporate Tax Specialist in the Financial Accounting Department.

This position is responsible for administering and preparing federal, state, local, real and personal property tax returns for Blue Cross and Blue Shield of Oregon and its subsidiaries.

Qualified candidates will also maintain a current knowledge and understanding of the internal revenue code in keeping with all tax planning, especially as it pertains to Blue Cross and Blue Shield of Oregon & subsidiaries. Requirements for this position are:

- Bachelor of Science degree with an emphasis in accounting.
- 2-4 Years diversified tax preparation.

- The aptitude to recognize, analyze and resolve complex problems.
- Demonstrated excellent written and oral communication skills.

Yearly salary range from \$28-\$34K.

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

INSURANCE

SECTION 89 CONSULTANT

Blue Cross & Blue Shield of Oregon is currently accepting applications for a Section 89 Consultant to work in the Marketing Department.

The Section 89 Consultant will analyze & interpret submitted data from client Employee Benefit Programs & report status, according to the requirements of the applicable Internal Revenue Code section.

Requirements for the Section 89 Consultant are:

- Bachelor's degree in Math, Statistics, or relevant field or equivalent work experience.
- Knowledge of accounting, general business or compatible experience in insurance.
- Familiarity with pension & profit sharing terms & logic.
- Familiarity with section 125, flexible spending accounts & Cafeteria Plans.
- Some knowledge of computer language i.e. BASIC, Natural.
- Strong oral & written communication skills.

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 Floor
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

Interested in becoming a Catholic or returning to the Catholic Church? Call Fr. Ted or Sis. Kathleen at St Andrew's Catholic Church 281-4429

FULL CHARGE BOOKKEEPER

Familiar with Government grants and Non-profit Organizations. Experience with IBM PC-XT preferred. Do payroll, accounts payable/receivable, tax requirements and financial reports.

Apply in Person:
AMA
1425 N.E. Dekum
Portland, OR 97211
Closing Date: January 13, 1989 at 5:00 P.M.
Equal Opportunity Employer

INSURANCE

SAIF Corporation

Oregon's leading workers' compensation insurance carrier is seeking individuals for the following positions:

LOSS CONTROL SPECIALIST

\$26,628-\$32,988/Annual
Salem Corporate Headquarters

The individual in this position develops and facilitates professional training courses to Loss Control Consultants; assists branches with individual development plans and resources; develops and/or purchases AV programs and safety materials. This individual will also assist in other headquarter loss control responsibilities. Applicants should have over 3 years experience in loss control and a working knowledge of workers' compensation. Candidates should have a 4 year college degree or equivalent in safety or related field with background in training and consulting. Must display excellent interpersonal, oral and written communication skills. A valid Oregon driver's license is required and a certified Safety Professional Certificate is preferred.

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DIRECTOR OF MARKETING

The Oregon State Fair & Exposition Center is seeking applications from qualified people for the position of director of Marketing. In addition to a complete resume that details marketing experience, please attach a letter explaining experience in management, personnel supervision, budget preparation and administration, and knowledge or experience with fairs, festivals, and carnivals. Additional knowledge of communication systems, community relations, media exposure, public speaking, writing, and agriculture will be helpful.

This is a full-time State of Oregon Executive Service position. Please send resumes and letters to: Director, Oregon State Fair & Exposition Center, 2330 17th Street NE, Salem, OR, 97310, by January 20, 1989. No phone calls, please.

Equal Opportunity Employer

EXECUTIVE SECRETARIAL OPPORTUNITIES

The Port of Portland has the opportunity for you to utilize your executive secretarial skills in a dynamic and challenging work environment as an administrative coordinator. We currently have opportunities available in our finance and administration and maritime departments.

The Port offers a comprehensive benefits package, including employer paid membership in the public employee retirement system.

If your career is in the executive secretarial field and you have excellent analytical, organizational, and written and verbal grammar skills, consider the Port of Portland for your career. For complete application materials and a detailed description of responsibilities and preferred qualifications please call 231-5000, Ext. 700, or apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah Blvd., 14th Floor. Resumes will not be accepted in lieu of a Port of Portland application, but may be included. Applications must be received by 5:00 P.M., Friday, January 20, 1989.

Equal Opportunity Employer/ M-F-HC

PROGRAMMER

Salary: \$2,022-\$2,458/Monthly
Design, write, test and document complex computer programs. Assist programmer analysts with systems analysis and design. Position will support administrative and financial information systems. Qualifications: Two years programming in an IBM MVS environment or performing equivalent programming and design tasks related to the utility industry or completion of skill improvement as a Programmer Trainee; two or four year degree in Data Processing or related subject with significant course work in programming, analysis or design may be substituted for half the experience, provided specific skills are demonstrated. Valid driver's license required.

Submit resume to:
Eugene Water & Electric Board
P.O. Box 10148
Eugene, Oregon 97440
Attn.: Personnel
Position closes on Jan. 23, 1989 at 5:00 p.m.
Equal Opportunity Employer

ACCOUNTANT II

Starting Salary Range:
\$22,410 - \$25,077/Yearly

Does your accounting background include proficient professional accounting skills, familiarity with development, implementation and maintenance of computerized accounting systems, and project management accounting? If so, consider the Port of Portland as the place for your career.

We are seeking an individual to maintain control of the Port's accounting systems and provide professional accounting support to the division by participating in general ledger entries, and reconciliation, financial reports and studies, and annual audits.

Preferred qualifications include: progressively responsible and well-rounded experience in accounting through financial statements, background in fixed asset system or asset control processes, understanding differences between governmental "fund" accounting and GAAP.

Applicants may apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah Blvd., 14th Floor, Suite 1411, or call 231-5000, ext. 700 for application materials. Resumes will not be accepted in lieu of an application, but may be included. Applications must be received by Monday, January 16, 1989.

Equal Opportunity Employer

PORT OF PORTLAND

CONSTRUCTION INSPECTOR

\$26,880 - \$40,675
Commens with Experience

We have an immediate opening for an individual to provide technical, administrative, and inspection skills for the construction of new facilities, refurbishing, or rebuilding of our existing facilities.

Preferred qualifications include: coursework or experience equivalent to a degree in engineering, knowledge of construction requirements and procedures, ability to read and interpret plans and specifications. You must have or be able to obtain a valid drivers' license within 60 days of hire a city of Portland Special Inspectors Certificate.

For complete applications materials and a detailed description of responsibilities and preferred qualifications please call 231-5000, ext. 700, or apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah Blvd., 14th Floor. Resumes will not be accepted in lieu of a Port of Portland application, but may be included. Applications must be received by 5:00 P.M., Friday, January 20, 1989.

Equal Opportunity Employer M-F-HC

SECURITY

LOOKING FOR A STEADY INCOME WITH GOOD WAGES? WE CAN HELP YOU!!!

American Protective Services provides a better opportunity. If you are 18 or older, have a home phone, transportation, and good work history, call us. Monday through Friday 9:00 - Noon, Portland 283-2482.

Equal Opportunity Employer

COLLECTIONS

REVENUE AGENTS

State of Oregon
\$1,439-\$1,804/Monthly
Minimum 6 mos. direct collection experience. For more information call Salem, 378-3165.
Equal Opportunity Employer

COUNSELOR

ENTRY LEVEL COUNSELOR

CODA INC. seeks Entry Level Counselor (CI) for Methadone Maintenance Program. Under close supervision, the counselor will provide direct services to opiate dependent clients. Responsibilities include: conducting surveillance activities; assisting clinical staff in functional activities; conducting information interviews with clients documentation; and transporting clients to necessary appointments. Minimum requirements for the position includes specific training in human service delivery, relevant life experience and/or practical experience in a similar organization. Salary range: \$951-\$1,454. Position will remain open until vacancy is filled. Applications materials available at 210 N.E. 20th Ave.

MENTAL HEALTH

COUNSELOR III

CODA INC. seeks qualified applicants for Counselor in Drug Treatment Services Program (DTS) who will provide structured intensive outpatient treatment for felony offenders. Responsibilities include diagnosis, evaluation and treatment to a caseload of mandated clients; conducting structured educational groups; individual, group and family counseling; coordination of services with probation and parole officers; program promotion and other related activities. Applicants should have a Bachelor's degree in health services and 2 years supervised human service experience. Experience in treatment of criminal mandated clients is highly desirable. Salary range: \$1,232-\$1,715. Position will remain open until vacancy is filled. Application materials may be obtained at:

CODA INC.
210 N.E. 20th Avenue
An Affirmative Action/
Equal Opportunity Employer

Meier & Frank CUSTOMER SERVICE

Meier & Frank the 'Friendly Store' needs professional service-oriented people to provide genuine customer service.

Are you looking for flexibility in scheduled hours? We have a variety of day-evening or weekends schedules that will fit your busy lifestyles.

Will provide you with an exciting work environment, a merchandise discount, a competitive wage package.

Apply Monday - Friday - 10 a.m. - 5:30 p.m., Human Resources Office, Lloyd Center store.
Equal Opportunity Employer

RECEPTIONIST

Full-time, needed for domestic relations law office. Heavy telephones and client contact involved. Minimum 1 year experience required. Salary dependent on experience. Good medical and other fringe benefits. Send resume to: Carla Roberts, Legal Aid Service, 310 SW 4th, Rm. 900, Portland, Oregon, 97204 by January 18.

Equal Opportunity Employer

REPROGRAPHICS TECHNICIAN

The Port of Portland has an immediate opening for an individual to provide administrative and technical skills to coordinate reprographics and aerial photo procurement.

Preferred Qualifications include:
• Course work or related experience in reprographic and/or photographic methods, techniques, and equipment.

- Course work or experience equivalent to a two-year associate degree in engineering or drafting.
- Demonstrated experience in and knowledge of reprographic and photogrammetric terminology, methods, techniques and equipment.
- Demonstrated experience working under pressure of changing work scopes, schedules, deadlines and priorities.
- Demonstrated ability to perform mathematical computations related to algebra, geometry and trigonometry.
- Demonstrated ability to perform drafting in pencil and ink on vellum and polyester film including the use of a mechanical lettering device.
- Demonstrated knowledge of standard drafting, surveying and design terminology and techniques.
- Also demonstrated experience in organizing and coordinating a multiplicity of concurrent activities.

Also preferred:
• Ability to work with minimal supervision.

- Ability to communicate effectively, both orally and in writing.
- Proficient PC and related software skills.

In addition to a comprehensive benefit package, the Port offers a salary range of \$18,530 to \$27,010, commensurate with experience.

If interested and qualified, apply at the Port of Portland Employment Office, 14th floor, 700 N.E. Multnomah, Suite 1411, or call (503) 231-5000, Ext. 700 for application materials. Resumes will not be accepted in lieu of an application, but may be included. All applications must be received by 5:00 p.m., Friday, January 20, 1989.

The Port of Portland is an Equal Opportunity Employer

SECRETARY (1/2 Time) Education & Work Program NW Regional Educational Lab

QUALIFICATIONS: Type 60 WPM & proofread accurately, experienced using word processor (preferably Wang), maintaining filing systems, good interpersonal skills & professional presence. Must have good organizational skills & meet deadlines under pressure. Knowledge of manuscript format, excellent spelling, grammar & sentence construction skills. Must be able to work under minimal supervision.

SALARY: \$13,605-\$13,700 (prorated for .5 FTE)--plus excellent benefits.

Letter of application and resume must be received in the Personnel Office by 3:00 p.m., Wed., Jan. 18, 1989. In letter, indicate you are applying for the above position.

Apply to Personnel Dept.
Northwest Regional Educational Laboratory
101 SW Main St., Suite 500
Portland, OR 97204
Equal Opportunity Employer