

JOBS & CLASSIFIED

EMPLOYMENT

The Private Industry Council (TPIC) is recruiting for the following TEMPORARY FULL TIME positions for the Summer Youth Employment Program. Position duration 3-6 mos.

TRAINING LIAISON

Salary range: \$7.68-8.15/per hr. Responsibilities: Monitoring training sites; assisting eligible youth in Summer employment thru support & advocacy; some supervisory responsibilities.

Preferred qualifications: 1 yr post secondary education; 2 yrs exp working w-youth and/or employers in an employment, education or training capacity. Additional education or exp may be substituted & considered.

CLERICAL ASSISTANT FILE MAINTENANCE

Salary: \$6.75/per hr. Responsibilities: file management & clerical support for TPIC staff & programs.

Preferred qualifications: High school diploma or GED; exp in records mgmt; accurate typing skills; good organizational & communication skills; demonstrated ability to follow instructions, work independently & work well under pressure.

DATA ENTRY OPERATOR

Salary: \$6.75/per hr. Responsibilities: Data entry for all documents pertinent to enrollment or services provided to program trainees.

Preferred qualifications: High school diploma or GED; 1 yr data entry exp; good problem solving & communication skills; ability to work independently & under pressure.

OPERATIONS ASSISTANT

Salary: \$7.68/hr. Responsibilities: coordinate time cards, MIS paperwork distribution for contractors in Washington County; provide technical assistance; serve as troubleshooter for client documentation. Position will entail travel thruout Washington County.

Preferred qualifications: High school diploma, 1 yr post secondary study in business or social service field; 2 yrs payroll or client tracking experience in employment/social service; good written & oral

communication skills. Valid driver's license & reliable transportation.

SAFETY COORDINATOR

Salary: \$7.98/hr. Responsibilities: develop, implement & monitor safety program for summer youth employment projects; communicate w-insurance carriers, medical providers, contractors, TPIC staff & youth regarding safety issues & training procedures.

Preferred qualifications: 3 years college credit w-coursework in occupational health & safety; exp working w-culturally disadvantaged or at-risk youth; excellent interpersonal & communication skills; valid driver's license & reliable transportation.

ACCOUNT REP.

Salary: \$7.98/hr. Responsibilities: Develop & maintain contacts w-employers; coordinate trainee job placement; match employer & TPIC resources.

Preferred qualifications: degree with major coursework in business, marketing or closely related field; 2 yrs business exp; background in public relations desirable. Valid driver's lic & reliable transportation. Excellent communication skills. Qualifying exp may be substituted for education.

The Private Industry Council is recruiting for the following REGULAR FULL TIME POSITION:

CLERICAL ASSISTANT FILE MAINTENANCE

Salary range: \$14,060-\$19,820/per yr + excellent benefit pkg. Responsibilities: file mgmt for TPIC staff & programs. Some clerical support duties.

Preferred qualifications: High school diploma or GED; 1 yr exp in records mgmt; accurate typing skills; exp working w-computers; good organizational & communication skills; demonstrated ability to follow instructions, work independently & work well under pressure.

Closing date: 5pm, Tues., 4/18/89.

Applications available at The Private Industry Council, 520 SW 6, Suite 400, Pld, OR 97204.

An Affirmative Action/ Equal Opportunity Employer

SECRETARY

Security Pacific Bank Oregon has an excellent opportunity available for a person with strong secretarial skills and a commitment to the highest level of client service. Position is responsible for providing secretarial and clerical support to the Special Assets Department. Qualified applicants will have a minimum of two years secretarial experience, typing speed of 65-70 wpm, experience with personal computer and word processing software (Samna preferred), working knowledge of Lotus 1-2-3, familiarity with 10-key adding machine, and dictation and transcribing skills. Prior experience as a secretary in a real estate environment preferred.

As part of Security Pacific, the 6th largest Bank Holding Company in the country, we offer a competitive salary commensurate with experience, excellent flexible benefits program, and superior advancement potential. Please send a resume with salary requirements, to:

SECURITY PACIFIC BANK OF OREGON

PO BOX 3066
1001 SW 5th Avenue
2nd floor
Portland, OR 97208
(503) 796-3878

APPLICANT HOURS
9-1 p.m., Mon-Fri

Equal Opportunity Employer

SUB-BIDS REQUESTED

Dixon Recreation Center
Oregon State University

Bid Date
April 18 -- 2:00 pm

Dale Ramsey Construction

PO BOX 1082
Corvallis, OR 97339
(503) 753-2012

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business sub-contractors and women & minority business enterprises.

SAIF Corporation

Oregon's leading workers' compensation insurance carrier is seeking the following Graphic Designer for its Corporate Headquarters in Salem:

GRAPHIC DESIGN COORDINATOR

\$1826-\$2264/HIRING RANGE

SAIF Corporation, Oregon's leading workers' compensation insurance carrier is seeking a Graphic Design Coordinator for its Corporate Headquarters Office in Salem. Duties include: Art directing and preparing advertisements and other print collaterals; taking and developing photographs; selection and supervision of outside design and photography professionals; print specification, buying and inventory management.

Applicants must have a Bachelor's degree in graphic designing or fine arts and three years of experience. Additional experience may be substituted for degree. In addition, good conceptualization, organization, planning and interpersonal skills are necessary. Applicants must provide a portfolio of their work.

We offer an excellent benefits program. To be considered for this position you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5pm, April 13, 1989 to request your applicant packet.

No resumes please.

SAIF Corporation

An equal opportunity employer

SAIF Corporation

Oregon's leading workers' compensation insurance carrier is seeking the following Medical Audit Assistant for its Headquarters in Salem.

MEDICAL AUDIT ASSISTANT

\$1298 MINIMUM

SAIF Corporation, Oregon's leading workers' compensation insurance carrier is seeking two Medical Audit Assistants (one temporary) for its Corporate Headquarters in Salem. The individuals in these positions will enter CPT codes from medical bills into a computer system, produce hard cover analysis and maintain data base, verify accuracy of CPT by manual review and adjust bill to pay corrected amount. Identify bills to be referred for medical review.

Applicants must have a minimum of one year office clerical experience. Must demonstrate ability to analyze, use logic and evaluate adverse facts. Knowledge of medical insurance billings, CPT codes, medical terminology, claims payment procedures, and computer systems preferred. Must be a self-starter and able to work well under time constraints.

To be considered for these positions you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5pm, April 13, 1989 to request your applicant packet. No resumes please.

SAIF Corporation

An Equal Opportunity Employer

Invitation For Bids Hillsdale Terrace Apartments Site and Dwelling Work, Phase 2B Project No. M8-0502

Sealed bids are requested for labor and materials to construct site renovations and will be received at the Housing Authority of Portland (HAP) Maintenance Office, 8910 N. Woolsey Avenue, Portland, Or, 97203 until 2:00 p.m., P.D.T. Tuesday May 9, 1989. Shortly thereafter, bids will be opened and publicly read. The attendance of bidders is welcomed.

The project is identified as Hillsdale Terrace Apartments, located at 6775 S.W. 26th, Portland, Or. p7219. Work to be performed includes demolition of concrete walks and asphalt paving, removal of specified utilities, site grading and drainages. New construction of walks, stairs, and retaining walls; exterior lighting, landscape planting with irrigation and site furnishings; replacement of porch roofs, and new metal roofing throughout project. The time allowed to complete the work is 220 calendar days after execution of the contract.

Interested bidders may obtain one set of bid documents at the HAP Maintenance Office, 8910 N. Woolsey Avenue, Portland, Or. 97203 upon receipt of deposit of \$75 which is refundable when documents are returned to HAP in good condition within 10 days after bid opening. Additional sets may be acquired for \$40 each, which is not refundable.

A HAP Representative will conduct a pre-bid tour of the project commencing at 10:00a.m., Thursday, April 27, 1989, at the project site and the attendance of bidders is requested. Questions posed at that time, when not addressed in the specifications, will be answered by addendum and mailed to all bidders.

No bid will be considered unless accompanied by bid security in the form of certified check, cashier's check, or surety bond payable to "The Housing Authority of Portland" in an amount equal to 10% of the bid which is forfeited as fixed and liquidated damages should the bidder neglect or refuse to enter into contract or provide a suitable bond for the faithful performance of the work when bidder is notified of contract award.

A minimum of 20% MBE participation in the execution of this project is a HUD Region 10 and HAP goal and the methods the bidder proposes to meet this goal shall be submitted on a notarized "Certification of MBE Participation" form which will become part of the bid.

No bidder may withdraw bid after the hour set for opening thereof until after the lapse of sixty (60) days from the bid opening.

HAP may reject any bid not in compliance with the prescribed bidding procedures and requirements and may reject any or all bids and waive all informalities if, in the judgment of HAP, it is in the public interest to do so. Questions regarding this project should be directed to Richard Jones at 283-1693.

Housing Authority Of Portland
Loren Tarbell
Director of Maintenance

PORTLAND OBSERVER

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

MULTNOMAH COUNTY

CALL FOR BIDS

Bids Due April 25, 1989 at 2:00 P.M.

Bid No. B61-700-3433

Sealed bids will be received by the Director of Purchasing, Multnomah County Purchasing Section, 2505 SE 11th Ave., Portland, OR 97202 for: Swim Dock Renovation - Blue Lake Park.

Plans and Specifications are filed with the Purchasing Director and copies may be obtained from the above address for a \$5.00 non-refundable fee. CHECKS AND MONEY ORDERS ONLY. Plans and Specifications will not be mailed within the Tri-County area.

PREBID CONFERENCE: OPTIONAL - Project site at Blue Lake Park, 20500 N.E. Marine Dr., April 14, 1989 @ 10:00 a.m.

PREQUALIFICATION OF BIDDERS Pursuant to the Multnomah County Public Contract Review Board Administrative Rules (AR 40.030) Prequalification shall be required for this project for the following class(es) of work:

Prequalification applications or statements must be prepared during the period of one year prior to the bid date. Prequalification application and proof of prequalification by the Oregon Department of Transportation must be actually received or postmarked to Multnomah County Purchasing Section by not later than 10 days prior to bid opening.

All bidders must comply with the requirements of the prevailing wage law in ORS 279.350.

Details of compliance are available from the Purchasing Section, Department of General Services, 2505 SE 11th Avenue, Portland, OR 97202, (503) 248-5111.

Contractors and subcontractors must be licensed for asbestos abatement work if the project involves working with asbestos.

NONDISCRIMINATION Bidders on this work will be required to comply with the provisions of Federal Executive Order 11246. The requirements for Bidders and Contractors are explained in the Specifications.

No proposal will be considered unless accompanied by a check payable to Multnomah County, certified by a responsible bank, or in lieu thereof, a surety bond for an amount equal to ten percent (10%) of the aggregate proposal. The successful bidder shall furnish a bond satisfactory to the Board in the full amount of the contract.

Multnomah County reserves the right to reject any or all bids.

LILLIE WALKER, DIRECTOR
PURCHASING SECTION

ADVERTISEMENT FOR BID

Sealed bids for the Bloss Residence Hall and Finley Residence Hall Reroofing project will be received by the Oregon State Board of Higher Education until 2:00 PM, PDT, May 2, 1989.

Additional information may be obtained by contacting the OSU Physical Plant, Adams Hall, Corvallis, Oregon 97331-2001 or telephone 503-754-4921.

Multnomah EDUCATION SERVICE DISTRICT

INVITATION FOR BID

WORKER'S COMPENSATION COVERAGE

Invitation for Bid No. 004-89-138

Bids due 2:00 pm, PDST, May 5, 1989

Bids are solicited from licensed insurance agents or carriers for the selection of a carrier to provide Worker's Compensation Coverage to this agency for the period, July 1, 1989 through June 30, 1990. Bids will be received by Michael Mlynarczyk, Purchasing Agent, at 220 SE 102nd Avenue (PO Box 16657), Portland, Oregon 97216-0657 (Phone: 503-255-1841) until no later than 2:00 pm, PDST, May 5, 1989, at which time and place the bids will be publicly opened.

The successful bidder will not be required to be licensed for asbestos abatement under section 7 of ORS 468.883.

Specifications may be obtained at the above office. Each bid must contain a statement as to whether or not the bidder is a resident bidder as defined in ORS 279.029. The District may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids upon a finding of the agency it is in the public interest to do so. No bid will be considered that is received after the appointed date and time.



UNITED STATES POSTAL SERVICE

Requests proposals to construct a standard plan postal facility on land controlled by the Postal Service in Rainier, Oregon, for lease back to the Postal Service for a basic lease term of ten (10) years plus renewal options.

LOCATION OF CONTROLLED SITE:

On the north side of Water Street ("A"), beginning approximately 800 feet west of the centerline of New Bedford Street, then westerly, fronting approximately 209 feet on Water Street.

All proposals will be based upon using this site.

Solicitation package may be obtained for a NON-REFUNDABLE FEE of \$25.00.

For additional details or for solicitation package, contact:

R. E. Bartlett, Real Estate Specialist
Kent Facilities Service Office, USPS
P. O. Box 2000, Kent, WA 98035-2000
Telephone: 206/395-1352

Solicitation packages may be reviewed at the present Rainier, Oregon Post Office.

PROPOSALS WILL BE RECEIVED UNTIL APRIL 21, 1989.