

JOBS & CLASSIFIED

INSURANCE

MEDICAL CLAIMS ANALYSTS

Blue Cross and Blue Shield of Oregon is currently accepting applications for Medical Claims Analysts. This position is responsible for accurate and timely payment of Blue Cross and Blue Shield of Oregon's medical claims. Experience necessary to perform this task will include:

- ☛ 1 year recent clerical work experience in a doctor's office or hospital setting
- ☛ Demonstrated knowledge of medical terminology and anatomy. This may be obtained through a classroom setting or office experience.
- ☛ ICD-9/CPT-4 Coding.
- ☛ A minimum of 6-12 months experience using a CRT in a production oriented environment
- ☛ Fast, accurate use of a 10-key calculator

Previous claims processing or insurance billing experience highly desirable. Position begins September 5th, 1989.

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

SECRETARY/ADMINISTRATIVE

Blue Cross and Blue Shield of Oregon is currently accepting applications for Secretarial/Administrative support openings.

Qualified candidates will meet the following requirements:

Administrative Support Specialist/System Services

- 2 years support experience with data processing professionals desired
- PC word processing and Lotus 123 experience
- Shorthand desirable
- Demonstrated ability to work within structured guidelines in a strong team environment

Executive Secretary Marketing Department

- 3 years secretarial experience in a professional environment
- 65 wpm typing and CRT experience
- Word processing and dictaphone background
- Marketing background desirable

Secretary to Manager/ Medical Services

- 1-2 years secretarial experience
- 60 wpm typing and CRT
- Word processing and dictaphone background
- Medical terminology desired

Department Secretary/ National and Negotiated

- 1 year secretarial experience
- 50 wpm typing and CRT
- Word processing and dictaphone background

All positions required excellent written and oral 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 Blue Shield of Oregon
Human Resources Dept, 5th Floor 100 S.W. Market
Portland, OR 97201



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SUB-BIDS REQUESTED

USDA ENVIRONMENTAL Chambers Building Oregon State University
Bid Date: 8-11-89 by 4:00 PM

WAYNE ANDERSON CONSTRUCTION

P.O. Box 179
Corvallis, OR 97339
(503) 753-8006 FAX (503) 752-9063

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

Receptionist

Community Mental Health Center Comprehensive salary and benefits. Resumes to:

Rodney R. Harry Personnel Office
N/NE Community Mental Health Center
4950 NE Martin Luther King Jr. Blvd.
Portland, OR 97211

Must be courteous and cheerful to the public.

AVIATION MARKETING ASSOCIATE AVIATION MARKETING (TEMPORARY)

The Port of Portland has an immediate opening for an Aviation Marketing Associate to develop and implement marketing objectives/strategies that generate maintenance-related aviation prospects to lease land and/or facilities in the Airtrans Center at Portland International Airport, to coordinate specific marketing assignments as appropriate, with maintenance customers, internal staff and others as necessary. Duties include but are not limited to the following:

- ☛ Identify markets of opportunity for aircraft maintenance and related facilities.
 - ☛ Produce communication vehicles as needed to reach targets: direct mail, collateral, etc.
 - ☛ Coordinate advertising.
 - ☛ Prepare and/or assist with the preparation of presentations for maintenance marketing efforts.
 - ☛ Work with prospects seeking an airport location. Collection information, make presentations, conduct tours as necessary, and cooperate with other agencies.
 - ☛ Work jointly with Properties Department to develop Airtrans Center.
 - ☛ Other projects as assigned.
- Preferred qualifications include:
- ☛ Course work or equivalent experience in Marketing, Business Administration and Communications.
 - ☛ Ability to analyze and assess marketing-related problems and recommend solutions.
 - ☛ Understanding of aviation industry.
 - ☛ Demonstrated written, oral and interpersonal communications skills.
 - ☛ Demonstrated successful PC skills.

In addition to a comprehensive benefit package, the Port offers a starting salary of \$32,360-\$37,907, with a full salary range of \$32,360-\$49,000. This is a provisional position expected to last for a period of one year. If marketing is your strong suite and you are qualified, please apply at the Port of Portland, 700 N.E. Multnomah, 14th floor, or call 503-231-5000, ext. 700 for complete application materials. Resumes will not be accepted in lieu of an application, but may be included. All applications must be received by 5pm, Friday, August 18, 1989.

Women and minorities encourage to apply.



The Port is an Equal Opportunity Employer

SURVEYOR TECHNICIAN II ENGINEERING SERVICES

The Port of Portland has an immediate opening for a Surveyor Technician II to provide the technical and professional skills and knowledge required to make independent judgments in the layout of all survey work and in making technical decisions necessary to complete design, property and construction surveys, and for the preparation of survey/Engineering drawings and legal descriptions, and to provide related professional and technical skills to meet the survey/engineering requirements of the Port.

- Preferred qualifications include:
- ☛ Course work equivalent to an associate degree in engineering/surveying technology, or equivalent combination of experience and training.
 - ☛ Demonstrated experience showing ability to operate levels, EDMs, theodolites, and specialized total station survey instruments.
 - ☛ Demonstrated experience showing ability to use tripods, level rods, range poles, prisms, compass and other survey-related equipment.
 - ☛ Demonstrated experience showing ability to perform mathematical computations using geometry/trigonometry and its application to survey/engineering problems.
 - ☛ Demonstrated knowledge of surveying/engineering procedures, practices, and terminology.
 - ☛ Demonstrated ability to take charge of field survey crew with moderate supervision.
 - ☛ Demonstrated ability to read, interpret, and understand property maps, legal descriptions, and engineering plans.
 - ☛ Demonstrated experience and ability to perform drafting using standard drafting terminology and techniques.
 - ☛ Demonstrated knowledge of civil computers and computer-aided drafting systems.

Also preferred:

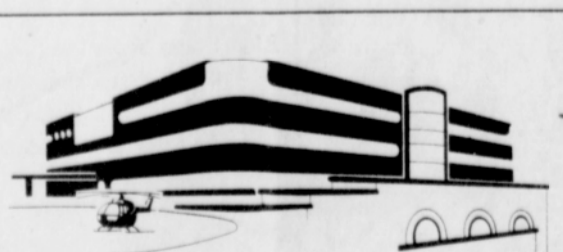
- ☛ Ability to work on multiplicity of concurrent activities.
- ☛ Ability to work outdoors year-round.
- ☛ Must have or be able to obtain valid Oregon and/or Washington driver's license and meet Port driving standards.

In addition to a comprehensive benefit package, the Port offers a starting salary range of \$22,410-\$25,963, commensurate with experience and a full salary range of \$22,410-\$33,070.

If interested and qualified, apply in person at the Port of Portland Employment Office, 14th floor, 700 N.E. Multnomah, or call 503-231-5000, ext. 700 for complete application materials. Resumes will not be accepted in lieu of an application, but may be included. All applications must be received by Friday, August 11, 1989, 5:00 p.m.



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JOB OPPORTUNITY

Call our 24-Hour JobLine at 280-4727 for a listing of current openings at Emanuel Hospital & Health Center.

EMANUEL HOSPITAL & HEALTH CENTER
A Legacy Member
Equal Opportunity Employer, M/F/H

PORTLAND OBSERVER
FAX #
503}288-0015

PARKING CONTROL SUPERVISOR PORTLAND INTERNATIONAL AIRPORT

The Port of Portland has a challenging opportunity to supervise the daily operations of Parking Control representatives at Portland International Airport. This is a customer service oriented position responsible for moving traffic, providing information, and enforcing parking ordinances. Anticipated duties include, but not limited to:

- ☛ Is responsible for supervision of part-time and full-time staff, including the recommendation for hiring and complaint resolution.
 - + Working supervisor may assist directing traffic, issuing citations when necessary and preventing gridlock on terminal roadways and parking lots.
 - ☛ Through personal contact and interaction convince customers to not violate roadway parking policies.
 - ☛ Assist customers and provide information on airport use, services and the metropolitan area.
 - ☛ Attempt to handle unresolved complaints on parking citations and other airport services in a cooperative and nonconfrontive manner.
 - ☛ Testify in District Court as needed.
- Preferred qualifications include:
- ☛ Previous demonstrated successful supervisory experience.
 - ☛ Demonstrated successful work experience involving high level of public contact and familiar with the City of Portland.
 - ☛ Demonstrated ability to work in stressful environment.
 - ☛ Able to work in weather extremes and be on feet for long periods of time.
 - ☛ Able to pass physical and hearing test.

The Port offers a comprehensive benefit package and a salary commensurate with experience, with a full salary range of \$20,390-\$29,910.

Because this is a developing department, this is a provisional position, which is anticipated to last for one year. It will be evaluated at that time for continuation.

If interested and qualified, apply at the Port Employment Office, 14th floor, 700 N.E. Multnomah or call 503-231-5000, ext. 700, for complete application materials. All applications must be received by 5 pm Friday, August 18, 1989.

PORT OF PORTLAND

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PARKING CONTROL REPRESENTATIVE PORTLAND INTERNATIONAL AIRPORT

The Port of Portland has part-time and full-time Parking Control Representative positions available at Portland International Airport. This is a customer service oriented position responsible for moving traffic, providing information, and enforcing parking ordinances. Individuals selected must join union within 30 days of hire. Anticipated duties include, but not limited to:

- ☛ Direct traffic and prevent gridlock on terminal roadways and parking lots.
 - ☛ Through personal contact and interaction convince customers to not violate roadway parking policies.
 - ☛ Handle complaints on parking citations and other airport services in a cooperative and nonconfrontive manner.
 - ☛ Assist customers and provide information on airport use, services and the metropolitan area.
 - ☛ Issues parking citations as necessary.
 - ☛ Testify in District Court as needed.
- Preferred qualifications include:
- ☛ One year or more experience involving high level of public contact and familiar with City of Portland.
 - ☛ Previous work experience demonstrating cooperative, tactful and service oriented contact with the public.
 - ☛ Demonstrated ability to work in stressful environment.
 - ☛ Ability to work in weather extremes and be on feet for long periods of time.
 - ☛ Able to pass physical and hearing test.

The Port offers a comprehensive benefit package and starting salary of \$8.00 per hour.

If interested and qualified, apply at the Port Employment Office, 14th floor, 700 N.E. Multnomah or call 503-231-5000, ext. 700 for complete application materials. Resumes will not be accepted in lieu of an application but may be included. All applications must be received by 5:00 PM, Friday, August 18, 1989.

Women and minorities encouraged to apply.



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SUB-BIDS REQUESTED

Edwards Elementary School addition/remodel
720 E. Sixth, Newberg
Bid Date: August 29, at 7:00 p.m.

WILDISH CONSTRUCTION CO.

P.O. Box 7428
Eugene, OR 97401
(503) 485-1700 FAX (503) 683-7722

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

SUB-BIDS REQUESTED

Flying J. Travel Plaza
400 N.W. Frontage Road, Troutdale
Bid Date: August 15, at 2:00 p.m.

RUSHFORTH CONSTRUCTION CO.

1308 Alexander Ave. E. Suite A
Tacoma, WA 98424
(206) 922-1884 FAX (206) 922-2089

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