PROFESSIONAL SERVICES DIRECTORY

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7 - OPERATING CLERK SENIOR **Purchases & Stores/Office Services**

Job Responsibilities:

Enters a variety of information to computer systems; i.e., Purchase Orders, pricing updates, etc.

Takes dictation, types correspondence, contracts and performs other clerical functions as required.

Qualifications:

Typing skill of 60 WPM (test administered)

Portable dictation skill-manual/machine 70/80 WPM (test administered)

Desired Experience:

Minimum 2+ years clerical/secretarial experience including customer service/contact will be preferred;

Word processing experience necessary, plus P.C. background using Word Perfect/Symphony strongly desired.

Salary: \$1,711/Month · Full Benefit Package

Only written responses specifying this position, outlining applicable background/experience including a resume/data sheet, will be accepted if postmarked on or prior to February 2, 1990.

Northwest Natural Gas Company P.O. Box 3410 Portland, Oregon 97208-3410

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INFORMATIONAL ADVERTISEMENT PORTLAND PUBLIC SCHOOLS

CALL FOR BIDS Sealed bids will be received until 1:00 p.m. on the dates indicated in the Purchasing Department, Multnomah County School District #1J, 501 N. Dixon, Portland, Oregon for the items listed herein:

BID TITLE

Feb. 20, 1990 Cheese And Cheese Blend Products For Whse. Stock (Requirement Contract)

New Rotary Mower For Maintenance

Formal announcement, detailed specifications and bidding document may be obtained at the above address. For additional information, please contact M. J. Hutchens, Dir. of Purchasing, 249-2000, Ext. 581.

Holladay Park Medical Center



1225 Northeast 2nd Avenue (503) 233-4567

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Boeing Portland

Has immediate opening for a

SAFETY MANAGER/ INDUSTRIAL HYGIENIST

Boeing Portland has an immediate requirement for an experienced safety manager/industrial hygienist to lead our efforts to maintain and improve safe and healthful work environment.

Broad experience in safety and industrial hygiene programs is desired. Working familiarity with OSHA, EPA, FDA, MSDS, and TSCA regulations and reporting requirements is essential.

Ability to communicate effectively with union/management safety committees and government agencies a must.

Advanced degree in related field pre-

MAIL RESUMES TO: **BOEING PORTLAND Employment Office**

PO Box 204870, Portland, OR 97230

The Boeing Company hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide proof of your identity and authorization to work in the U.S.

BOEING

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MENTAL HEALTH COUNSELOR V

FAMILY SERVICE COORDINATOR Beginning Salary: \$1,700-\$1,800/Monthly Plus Excellent Benefits

CODA Inc. seeks supervisor for Family Services Program. Responsibilities include development and operation of residential and outpatient programs, supervision of 2-5 child care counselors, supervision of all clinical activities, performance of program development,

contract management and liaison. To Qualify: Masters degree in human services, experience in staff supervision, and 2 years supervised human services experience are required.

To Apply: Complete and submit standard CODA application form with answers to screening questions. Application materials available at CODA INC., 210 NE 20th, Portland, OR 97232. 239-8400.

> An Affirmative Action/ Equal Opportunity Employer

COMMUNITY HEALTH NURSE

SALARY \$12.26-\$16.76 **Based on Experience** Plus an Excellent **Benefits Package**

Working as a member of a health team in the areas of communicable disease control, child health, maternity, family planning and adult

Requires BSN or 2 years of nursing experience. Oregon license and driver's license.

Apply by February 2, 1990 at Multnomah County Employee Serv-ices, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204 (503) 248-5015.



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STATE FIELD AUDITORS & INVESTIGATOR/AUDITORS

The Oregon Worker's Compensation Division has immediate openings for Worker's Compensation Representative 2's (Field Auditors) and Workers' Compensation Representative 3's (investigator/Auditors). The Field Auditors (\$1,772-\$2,243/month) conduct reimbursement, performance and claims-reserve audits and rating surveys statewide and out-of-state. They must have two years experience with Oregon's Workers' Compensation Law or one year of experience comparable to that of a Workers' Compensation Representative 1, plus a Bachelor's degree or three

more years of pertinent experience. The Investigator/Auditors (\$1,948-\$2,464/month) perform on-site audits of medical provider records or treatment to injured workers, respond to complaints and conduct fraud/ abuse investigations statewide and out-of-state. They must have three years field contact or technical experience with Workers' Compensation Law, including one year at the level of journeyman field representative, or supervising examiner experience, plus a Bachelor's degree or three more years of pertinent experi-

For additional information and applications, contact Employee Services, Department of Insruance and Fiance, Labor and Industries Building, Salem, Building, Salem, OR 97310. (1-373-3200).

Equal Opportunity Employer

Economic Opportunity Committee of Clark County, Inc. -- Head Start of Clark County

BUS DRIVER

At least 21 years old, valid Washington driver's license with Intermediate Endorsement. Experience working with young children. 24-28 hrs./wk. Salary range: \$5.45-\$6.62/hr.

Position requires dependable automobile and insurance. Obtain EOC application, position announcement, job description, 9:00 a.m. - 4:00 p.m.. Mon.-Fri., at Head Start Office, 10619 N.E. Coxley Dr., Vancouver, WA 98661, (206) 896-9912.

Completed applications must be received in Head Start Office by 4:00 p.m., Wednesday, February 7, 1990. An Affirmative Action/

Equal Opportunity Employer RESOURCE DEVELOPMENT PROJECT

COORDINATOR Responsible for coordination of volunteer program and fund development efforts, to include staff/volunteer supervision, fundraising, grantwriting. Requires two years related experience in a health care environment. Ability to be a self starter, mover & shaker, work independently, cooperatively and possess strong organizational skills a plus. College level course work in business preferred. Salary to \$1,383/ Month. Mail cover letter and res-

ume to: NPCHC 5311 N. Vancouver Avenue Portland, Oregon 97217 By: Wednesday, February 14, 1990.