

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

MARINE SALES REPRESENTATIVE

The Port of Portland has an immediate opening for a Marine Sales Representative to obtain marketing results thru direct sales contacts; conduct cargo marketing projects; assist with projects to attract and retain liner and charter steamship services.

The successful candidate will be responsible for:

1. Contacting traffic managers at major U.S. corporations, foreign firms, trading companies, and steamship lines to assess opportunities.
2. Providing service to existing carriers and attracting prospective cargo accounts to Portland.
3. Assisting with medium-to-large Marine marketing projects including:
Defining overall strategies
Designing and making proposals
Coordinating sales materials and some advertising
4. Resolving problems associated with Port service, pricing, and inland transportation needs of major shipper groups or high-volume accounts.
5. Coordinating with Port operations staff to solve problems and develop new techniques to serve the needs of major shippers, groups of shippers targeted in marketing projects, or existing steamship carriers.
6. Identifying steamship or commodity project opportunities, including design of projects assigned to Port research staff.
6. Acting as Port representative by:
Participating in nationwide trade organizations and transportation industry associations.

Making speeches before industry groups locally and in other West Coast cities. Traveling throughout the West Coast carrying out Port marketing objectives.

Preferred qualifications include:

Broad experience in marine/intermodal transportation with an emphasis on the liner trades.

Knowledge of customs and business practices in foreign countries.

Typically 3 to 5 years sales experience.

In addition to a starting salary range of \$33,493 to \$38,735 per year, commensurate with experience, the Port offers a comprehensive benefit package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th Floor. Applicants residing outside the tri-county, Portland metropolitan area, Clark County, and physically disabled applicants may request application materials by calling (503) 231-5000, extension 700. All applications must be received by Friday, August 3, 1990, at 5:00 p.m.

The Port is an equal opportunity employer



Port of Portland
700 N.E. Multnomah
P.O. Box 3529
Portland, OR 97208

BUILDING MAINTENANCE MECHANIC I

The Port of Portland has an immediate opening for a Building Maintenance Mechanic I

The successful candidate will be responsible for:

1. Maintaining bag belt and conveyor systems.
2. Maintaining and repairing plumbing systems.
3. Maintaining building facilities.
4. General duties:

a. Metal fabrication (arc, gas welding) and sheet metal work.

Preferred qualifications, include:

Journey man level experience as a bag belt/conveyor mechanic. Journeyman level experience as a millwright.

Ability to interpret technical instruction books and manuals, mechanical and electrical blueprints, and written instructions.

Carpentry skills and related power tools.

Arc/gas welding skills.

Combination driver's license state of Oregon Class B, or ability to obtain one within 90 days of employment.

In addition to a starting salary of \$17.23 per hour, the Port offers a comprehensive benefit package.

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700 N.E. Multnomah
P.O. Box 3529
Portland, OR 97208

ADMINISTRATIVE COORDINATOR

The Port of Portland has an immediate opening for an Administrative Coordinator to handle administrative activities for the Finance and Administration Director and other Finance managers and to ensure coordination of all administrative functions within the department.

The successful candidate will:

1. Schedule and coordinate Director's calendar with individuals and organizations outside the Port, Port management, and staff.
2. Provide administrative assistance to the Director and Finance staff.
3. Establish and maintain effective network with Finance and Administration managers and staff.
4. Assist in preparation of Finance and Administration budget.
5. Monitor division disbursements and interdepartmental support charges.
6. Prepare monthly report to the Executive Director. Arrange travel for Director and staff.
7. Arrange travel for Director and staff.
8. Assist in the preparation of Commission reports, agenda items, and project presentations.

Preferred qualifications include:

Course work or experience with personal computers and word processing equipment.

Excellent grammatical skills, both written and verbal.

Financial or accounting background helpful.

In addition to a starting salary range of \$19,179 to \$23,567 per year, commensurate with experience, the Port offers a comprehensive benefit package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th Floor. Applicants residing outside the tri-county, Portland metropolitan area, Clark County, and physically disabled applicants may request application materials by calling (503) 231-5000, extension 700. All applications must be received by Friday, July 27, 1990 at 5:00 p.m.

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700 N.E. Multnomah
P.O. Box 3529
Portland, OR 97208

CLERICAL

PROJECT COORDINATOR ADVERTISING/VISUAL COMMUNICATIONS

The successful candidate will be responsible for:

1. Assisting Advertising/Visual Communications Manager in managing communication products.
2. Assisting with planning, coordinating, and managing special events.
3. Setting up, coordinating and monitoring the business and operating procedures.
4. Performing both preproduction and postproduction video functions.
5. Researching prices, availability and performance of vendors.
6. Implementing and maintaining an automated photo file index system.
7. Performing copywriting on scripts and commercials, and proofreading for typeset copy.

Preferred qualifications include:

Experience or equivalent course work in business and design industry, advertising and visual communications.

Business aspects of printing, graphics, photography, audio-visual communications.

Specification writing and implications of cost factors in printing, graphics, photography, audiovisual, advertising and design field.

Special event planning and coordination.

Understanding of Lotus 1-2-3, Word Perfect and Macintosh design software.

Working knowledge of advertising functions, including print, broadcast, multimedia, video, trade show booths, direct mail pieces and other collateral.

In addition to starting salary range of \$19,179 to \$21,682 per year, commensurate with experience, the Port offers a comprehensive benefit package.

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700 N.E. Multnomah
P.O. Box 3529
Portland, OR 97208

Holladay Park Medical Center



1225 Northeast 2nd Avenue
(503) 233-4567

Committed to Career Opportunity For All Americans

24-Hour Job Line 239-3116

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NOTICE TO CONTRACTORS

1990/91 ASPHALT OVERLAY PROJECTS

- S.E. EVELYN AVENUE (FROM S.E. 2ND TO S.E. 4TH)
- S.E. MORLAN AVENUE (FROM S.E. 2ND TO S.E. 4TH)
- S.E. 12TH STREET (FROM S.E. MYRTLEWOOD WEST)
- S.E. MYRTLEWOOD AVENUE (FROM S.E. 11TH SOUTH)
- N.W. 4TH STREET (FROM N.W. WALLULA TO N.W. BELLA VISTA)
- N.W. 1ST STREET (FROM N.W. NORMAN TO N.W. TOWLE)

Project 5020

Sealed proposals will be received by the City Engineer, at the City Hall, 1333 N.W. Eastman Parkway, Gresham, Oregon 97030, until Monday, July 30, 1990 at 2:00 p.m., Pacific Daylight Time, at which time they will be opened, for the construction of the 1990/91 ASPHALT OVERLAY PROJECTS: S.E. EVELYN AVENUE, S.E. MORLAN AVENUE, S.E. 12TH STREET, S.E. MYRTLEWOOD AVENUE, N.W. 4TH STREET, & N.W. 1ST STREET Project 5020.

The major quantities involved are as follows:

10 Tons	Tack Coat
2,390 Tons	Class "C" Asphaltic Concrete
20 Each	Manhole Adjustments

Contractor for this work shall furnish all labor at current State of Oregon prevailing wage rates, materials and equipment and services of all kinds to complete the work in accordance with the plans and specifications therefor.

Plans and specifications may be examined at the office of the Gresham City Engineer, 1333 N.W. Eastman Parkway, Gresham, Oregon. Copies of said plans and specifications may be obtained upon application to the City Engineer and by posting a non-refundable fee of \$25.00 with the City Engineer for each set of plans and specifications requested.

Contractors must prequalify for street construction with the City of Gresham, as required by the laws of the State of Oregon, before the date of a bid opening. Otherwise, their proposal may not be given consideration.

All proposals must be submitted on the regular forms furnished by the City of Gresham, addressed and mailed or delivered to the Engineering Division, City of Gresham, in a sealed envelope plainly marked, "SEALED BID ON 1990/91 ASPHALT OVERLAY PROJECTS: S.E. EVELYN AVENUE, S.E. MORLAN AVENUE, S.E. 12TH STREET, S.E. MYRTLEWOOD AVENUE, N.W. 4TH STREET, & N.W. 1ST STREET Project 5020" bearing the name and address of the bidder. Each must be accompanied by a certified check, cashier's check or bid bond in an amount not less than ten percent (10%) of the total bid. A performance and payment corporate surety bond in the full amount of the contract shall be required to guarantee faithful performance of the terms of the contract at the time of contract execution.

In determining the lowest responsible bidder, the public contracting agency shall, for the purpose of awarding the contract, add a percent increase on the bid of a nonresident bidder equal to the percent, if any, of the preference given to that bidder in the state in which the bidder resides. Each bid must contain a statement as to whether the bidder is a resident bidder, as defined in ORS 279.029.

Each bid must contain a statement by the bidder that the provisions of ORS 279.350 will be complied with.

Each bidder must file with his bid an affidavit of non-collusion.

The City of Gresham reserves the right to reject any and/or all bids, waive informalities or to accept any bid which appears to serve the best interests of the City.

The City of Gresham is an equal opportunity employer.

BY ORDER OF THE CITY COUNCIL

1333 N.W. Eastman Parkway
Gresham, Oregon 97030

Support our Advertisers--

SAY YOU SAW IT IN

THE PORTLAND OBSERVER

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.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #276 at the top of your resume or in your cover letter. Send resume to:



**Blue Cross and
Blue Shield of Oregon**
Human Resources Dept., 5th Flr
100 S.W. Market
Portland, OR 97201
TDD #225-6780

ACCOUNTING

GROUP ACCOUNTANT I

Qualified candidates must have previous experience in bookkeeping and/or accounting requiring knowledge & use of accounting principles. Completion of the 3 community college level accounting courses with "C" or above grade average will substitute for experience. Applicants must also have general office experience, phone experience, interaction with the public, type 30wpm, 10 key, as well as good written communication skills. Previous insurance experience and CRT/PC experience is desirable. The Group Accountant is responsible for establishing & maintaining accurate up-to-date eligibility records for all groups.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. Starting salary is \$1400 per mo. To assure your resume is processed immediately, place ad #329 at the top of your resume or in your cover letter. Send resume to:



**Blue Cross and
Blue Shield of Oregon**
Human Resources Dept., 5th Flr
100 S.W. Market
Portland, OR 97201
TDD #225-6780

EMPLOYMENT

CITY OF PORTLAND

Police Officer-to \$3,217/mo
Employee Relations Officer-to \$4,481/mo
Recruitment and Selection Manager-\$4,009mo
Human Resources Specialist III-to \$31,983/yr
For more info/closing dates call (503) 248-4573 (24 hr job information) No resumes please

BUREAU OF PERSONNEL
1220 S.W. 5th Ave., First Fl.
Portland, Or 97204

Apps also available at:

URBAN LEAGUE
10 N Russell

Minorities, females and disabled encouraged to apply



NURSING

HOME HEALTH CARE SPECIALIST

This position conducts home health, hospice and skilled nursing facility reviews, including precertification, preauthorization, and claim review; maintains utilization guidelines; establishes close working relations with providers and internal personnel.

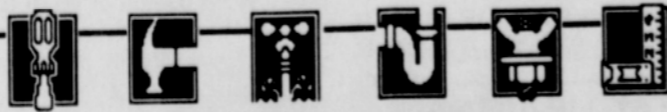
This position will require:

- Currently OR LICENSED RN
- 3-5 years home health exper
- Ability to work in a fast-paced environment under high pressure conditions
- A strong commitment to cost containment
- Excellent oral and written communication skills
- Excellent interpersonal skills

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #254 at the top of your resume or in your cover letter. Send resume to:



**Blue Cross and
Blue Shield of Oregon**
Human Resources Dept., 5th Flr
100 S.W. Market
Portland, OR 97201
TDD #225-6780
Equal Opportunity Employer



REE Enterprises

P.O. Box 11052
Portland, OR 97211-0052

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