

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

Shift Operations Supervisor

Our shoes are for people who want the best and are serious about what they do. That's also the type of person we want at AVIA, talented, innovative, individuals who thrive in a challenging environment. This position requires a bachelors degree (or equivalent), plus 2-4 years experience in a supervisory role handling crewing and personnel activities for large work groups. Leadership experience in all areas of the distribution function is required including: receiving, order picking, packing, shipping and inventory control. PC proficiency (Lotus 123) and familiarity with the methods and terminology of logistics are a must. Experience developing and managing to a budget is also required. An advanced degree is a definite plus. Shift schedule is from 7:00am to 5:00pm. This position closes March 20.

To request an application packet, call our main office at (503) 684-0490 extension 6000. Specify position 015-91. You may also apply in person at: 16160 SW 72nd Avenue, just off I-5 in Tigard. We accept applications only for open positions and do not accept unsolicited resumes.



AVIA is an equal opportunity/affirmative action employer.

Administrative

Connect With A Career In Cable PARAGON CABLE



Administrative Assistant

A professional opportunity to provide full executive secretarial and administrative support to the General Manager and Public affairs. Duties and responsibilities will include correspondence management, phones, reports, files and records, management, meeting coordination and minute taking. The successful candidate will demonstrate proficiency in WordPerfect 5.0 Lotus 1-2-3 be able to type 60 wpm. Prefer 5 years administrative support experience, 4 year professional degree. This is an opportunity requiring excellent written and verbal communication skills, professional appearance, self motivation and the ability to work effectively under pressure.

We require a pre-employment drug screening. We offer a comprehensive benefits, package, free parking, free Cable TV, and competitive salary with benefits. Please apply to:

PARAGON CABLE
3075 NE SANDY BLVD.
PORTLAND, OR 97232
Equal Opportunity Employer

Treasury/Financial Analyst

\$2511 - \$3051/month

We are seeking a multi-talented person to do financial work on a variety of issues: supporting budget and long range financial plan management, coordinating receivables (daily cash and investment management), managing contracts, being liaison with other departments, & advising top management on financial issues.

Our best candidate will have enthusiasm, a strong technical background, & an equally strong desire & ability to work with people. We want a person who will complement our award-winning financial management team.

Requires a bachelor's degree in a related field & 3 years progressively responsible professional experience, or a satisfactory equivalent combination of training and experience. Apply: City of Springfield, 225 5th St., Springfield, OR 97477. Deadline 3/22/91. AA/EOE

Experienced Teachers

Experienced Teacher openings '91-92: Elementary Librarian, love & knowledge of children & children's literature with wide-ranging interests & ability to work with all ages; 2nd Grade Homeroom, team taught, one year position, familiar with individualized reading; manipulative, problem solving math, process writing & experiential education. High School English, 1/2 time, experience in teaching writing & literature grades 9-12; knowledge of poetry, theater, school publications important. Kindergarten, 1/2 time & Preschool, 1/2 time. Both require team teaching, group & individual instruction. Must be versed in developmentally appropriate practices. Narrative writing skills necessary. Send resume Personnel Office, Catlin Gabel School, 8825 SW Barnes Rd, Portland 97219. Deadline March 15.

CLERICAL

Northwest Natural Gas Company seeks skilled individuals for full-time and job-share (20hrs/week) clerical positions. Ideal candidates for the full-time position will have at least 1 year of clerical experience with job skills that include 10 key by touch, numerical coding and filing, alpha/numeric data entry and typing (40 wpm) skill. Salary starts at \$1120/month, including a full benefit package.

The job-share position will require a strong customer-service background with typing skills of 40 wpm. anticipated work schedule will be first week: Th-Fri - 8-5; second week: Wed/Th/Fri - 8-5. This position starts at \$8.11/hr with half-benefits.

Only those selected to be interviewed will be contacted. Please identify clerical job-share of full-time job interest when submitting your resume post-marked on or prior to March 15, 1991.

Northwest Natural Gas Co.
PO Box 3410
Portland, OR 97208-3410
FAX (503) 721-2506
JOB INFORMATION LINE
(503) 220-2434

COLLECTION

Connect With A Career In Cable PARAGON CABLE



PHONE COLLECTOR

Contact customers and explain billing situations. Research and track collection reports. Perform data entry. Must be proficient on 10-key. Previous phone experience in collections or customer service preferred. High school diploma or equivalent. We require a pre-employment drug screening. We offer a comprehensive benefits package, free parking and free Cable TV. Please apply to:

PARAGON CABLE
3075 NE SANDY BLVD.
PORTLAND, OR 97232
Equal Opportunity Employer

EVENT COORDINATOR

Oregon Convention Center
Starting salary: \$22,761/year. Full time.

FIRST OPPORTUNITY. Applications are available to residents of the First Opportunity Target Area: Banfield Freeway on the South, NE 742nd on the East, N Chautauqua including Columbia Villa on the West and N Columbia Bv. on the North.

Under the supervision of the Event Manager, serves as information and management liaison for events at the Oregon Convention Center (OCC) Determines, secures and monitors licensee's requirements of OCC services, labor and equipment.

Experience as an event coordinator or meeting planner preferred. College degree or coursework in related field preferred. Supervisory experience required. General office and computer experience helpful. Good physical condition required. General office and computer experience helpful. Good physical condition required, as the position requires a lot of walking, standing and movement on concrete floors and stairs. Will be expected to work long days, weekends evenings and holidays depending upon event calendar. Must be willing to be CPR certified.

APPLY IN PERSON: March 8-21, 9:00 am through 5:00 pm, Memorial Coliseum Personnel Office, 1401 N. Wheeler. For other job info call JobLine 230-6711. An Equal Opportunity/Affirmative Action Employer.

Portland Community College

Director, Small Business Development Center
Job #28-90/91 (P)

Bachelor's degree in Business Administration with emphasis in production and/or financial management required. Must have owned and operated a successful small business. Three years of upper level management experience in the private sector required. Compensation includes an excellent benefits program with a salary range of \$34,408-\$48,170. Closing date and time for application material is 2:00 pm April 4, 1991.

Associate vice President-
Human Resource Management
Job #29-90/91 (P)

Master's degree from a regionally accredited institution required; Emphasis in public administration, education administration or human services preferred. A minimum of five years of significant experience in personnel or human resource management in a college, university public agency or corporate setting and a record of creating and implementing human resource systems and services is required. A thorough knowledge of employment, wage, salary, benefit administration, worker's compensation, employee relations, labor negotiations and staff training is also required. Compensation includes an excellent benefits program with a salary range of \$38,823-\$54,352. Closing date and time for application material is 2:00 pm April 2, 1991.

For application materials please contact:

Staff Employment
P.O. Box 19000
Portland, OR 97219-0990

(503)273-2823 PST 7:30 am-5:00pm M-F
An Affirmative Action Equal Opportunity Institution

APPRAISERS

Oregon Dept. of Revenue

IMMEDIATE OPENINGS. Located throughout Oregon. Journey level \$2131-2835/m. Senior level \$2455-3272/m. Appraises real and personal property for ad valorem tax purposes. For required applications call (503) 378-3384. EOE/AEE

Mental Health STAFF RN Positions

Excellent opportunity to work with emotionally disturbed children or adolescents in mental health setting at OREGON STATE HOSPITAL Child and Adolescent Treatment Program. ALL SHIFTS AVAILABLE. \$2123-2771/month depending on qualifications: BSN/MSN differential: Excellent benefits package. EOE. Send completed State application to CATP-McKenzie Hall, 2600 Center Street NE, Salem, Oregon 97310. Call Kathy Williamson at 378-2745 for further information.

Job Opportunity

Promotion Producer/Writer/Editor
Gee...Whiz! Outstanding concepts. Great writing. Hot graphics. Hands on (time code editing, ADO, GV300). Up and coming Fox affiliate. Desirable market. Send your four best spots today. Supportive environment. Position won't be available long.

Please send resume to:

Craig Miller
P.O. Box 49
Portland, OR 97207
No Phone Calls.

AFFIRMATIVE ACTION EMPLOYER
EQUAL OPPORTUNITY EMPLOYER

Experienced Teachers

Experienced Teacher openings '91-92: Elementary Librarian, love & knowledge of children & children's literature with wide-ranging interests & ability to work with all ages; 2nd Grade Homeroom, team taught, one year position, familiar with individualized reading; manipulative, problem solving math, process writing & experiential education. High School English, 1/2 time, experience in teaching writing & literature grades 9-12; knowledge of poetry, theater, school publications important. Kindergarten, 1/2 time & Preschool, 1/2 time. Both require team teaching, group & individual instruction. Must be versed in developmentally appropriate practices. Narrative writing skills necessary. Send resume Personnel Office, Catlin Gabel School, 8825 SW Barnes Rd, Portland 97219. Deadline March 15.

HOMEWORKERS NEEDED

Earn up to \$339.84 per week assembling our products at home.
Amazing 24 hour recorded message reveals details.
Call today (206)742-1570 or (206)298-5543 Dept.489

TCI CABLEVISION OF OREGON, INC.

TCI Cablevision of Oregon, Inc., an Equal Opportunity employer, currently has a full time opening for the following position:

MANAGEMENT INFORMATION SPECIALIST, Drug Test Required of Final Applicant

Qualifications: Bachelors degree or 5 years experience with data processing & management information systems in the cable TV industry. Excellent analytical abilities & skills, a sincere team spirit

Applications Accepted Until: March 25, 1991
Interested parties may submit applications/resumes by mail to:

TCI CABLEVISION OF OREGON, INC.
3500 SW Bond Street
Portland, Or. 97201
Attention: Joe Bonica

DATA PROCESSING

SYSTEMS ANALYST

Pope & Talbot, Inc., a Portland based, Fortune 500 Pulp, Paper & Wood Products company, is seeking a Systems Analyst to plan, manage, and implement electronic Data Interchange (EDI) for existing and new mainframe systems. Initial responsibilities will include assisting with on going development to gain knowledge of systems identified for pilot EDI applications. Future responsibilities will include identification of EDI opportunities, analysis and design required for EDI integration, ongoing coordination of technical and functional aspects of EDI, and all levels of EDI training.

A four year business degree is required along with proficiency in batch COBOL, CICS, functional and technical aspects of systems design and 1-2 years EDI experience.

Qualified applicants should call the Corporate Human Resources Department to request an application packet or to obtain more information about this position before the closing date of March 29, 1991.

Vice President, Human Resources
Pope & Talbot, Inc.
1500 SW First Avenue, Suite 200
Portland, Oregon 97201
(503) 228-9161, ext 476



POPE & TALBOT, INC.

Pope & Talbot offers a competitive employee benefit program and salary commensurate with experience.
Equal Opportunity Employer

CUSTOMER INFORMATION AND SUPPORT

We're looking for a dependable and skilled person to work on a full-time basis with an automated multiple position operator console, computerized information directory, multiple line telephones, paying system and special PBX equipment within Tektronix corporate offices.

Candidates must speak clear English and have commercial telephone experience with customer service responsibilities. You must be able to work with internal and external customers to satisfy their needs in a professional manner. Requires a willingness to remain flexible regarding work hours and possibly be on -call when requested. A history of being a solid team player with a high level of interpersonal skills is necessary.

Tektronix offers a competitive salary, educational support, insurance, profit share a 401(k) program. If you feel you are a good match for this position, please send a detailed resume and salary history to: Dan Berge, MS 50-460 (Ad: F1796P) Tektronix, Inc., P.O. Box 500, Beaverton, OR 97077. No phone calls please.

We are an equal opportunity employer m/l/h.

TEKTRONIX, INC.

MENTAL HEALTH

Opportunities With Community Psychiatric Clinic

CPC is a rapidly growing Mental Health Center. We provide services to psychiatrically disabled children & adults and their families through a variety of nationally recognized tx progs. located throughout Seattle. We are committed to a culturally and ethnically diverse workplace. Competitive salary & benefit pkg.

Its. BA, prev exp w/mentally ill criminal must system.

MENTAL HEALTH NURSES

Full-time & part-time positions in expanding mental health agency serving north central King Co. WA (Seattle). Opportunities to work w/multi-disciplinary teams in community support, crisis intervention, residential programs, providing assessments, medication evals and case mgmt. positions available for licensed RNs & Amps w/prescriptive authority and exp. working w/disabled mentally ill adults.

PSYCHIATRIST

Full-time & part-time positions available in expanding community mental health agency serving north central King Co., WA (Seattle). Opportunities to work w/multi-disciplinary teams providing community support, crisis intervention & psychosocial rehab. Min req. WA State license, exp. working w/disabled mentally ill adults.

CRISIS WORKER - CIS (Wallingford area)

Crisis walk-in & outreach prog. for mentally ill adults. Day, eve, & wk-end hrs. Salary \$21,500 - \$31,500. BA, exp. in acute care. Exp. working with chem. abuser pref.

MICA CASE MANAGERS-CASE MGMT TEAM (north Seattle)

Case mgr & supervisor positions (10) available on case mgmt team being developed in north King County. This multi-disciplinary team will provide assessment service planning, case mgmt, crisis intervention & support to mentally ill adults. Min. req for case mgr positions: AA+3 yrs. relevant exp. (\$21,500-31,500). Prior exp. working w/mentally ill persons w/special needs is highly desired.

PRE-BOOKING DIVERSION

New pilot program to divert mentally-ill misdemeanants from inappropriate jailing. Multidisciplinary team to provide assessment, crisis intervention and linkage to services. Exciting opportunity to work with multiple systems including law enforcement, criminal justice, drug and alcohol, and mental health. This is a 24 hr service w/rotating shifts. Now hiring 4 crisis positions & 1 supervisor, Min. reqs: Crisis worker: BA + 5 yrs acute care exp: Supervisor: MHP qualified plus 2 yrs supervisory exp. Prior exp working with MICA consumers with ethnic & culturally diverse backgrounds highly desired.

Please send cover letter (identify position) and resume to: ATTN: Personnel, CPC, 401 Second Avenue W. Suite 400. Seattle, WA 98119. Equal Opportunity Employer.

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. Starting salary \$1347/mo. Training classes will begin April 29, 1991.

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 #056 at the top of your resume or you may apply in person between 9 AM-4PM Mon-Fri.

Blue Cross
Blue Shield
of Oregon
Human Resources Dept. 5th Floor
100 S.W. Market
Portland, Or 97201
Equal Opportunity Employer



DATA PROCESSING

DEVELOPMENT CENTER ANALYST

Blue Cross and Blue Shield of Oregon is currently accepting applications for the position of Development Center analyst in our Systems & Programming Dept. The successful candidate will:

*Tutor students taking video or computer based vendor supplied training.
*Develop, present, and maintain systems training
*Participate in projects to study, analyze and document systems development process, tools, methods and procedures

Qualified candidates will have 2 years experience in systems training development and presentation, and excellent communications skills. A degree in Computer Science is highly desirable, experience may be substituted for the degree. 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 #053 at the top of your resume or in your cover letter, send resume to:

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



Holladay Park Medical Center

1225 Northeast 2nd Avenue
(503) 233-4567

Committed to Career Opportunity For All Americans

24-Hour Job Line 239-3116

An Equal Opportunity Employer

A Legacy Member

