

CLASSIFIEDS

Human Resources

Personnel Representative Trainee

SAFECO Insurance Company, a FORTUNE 300 company with our Oregon branch located in Lake Oswego, is looking for someone to assist with the Personnel functions. We presently have 290 employees and expect this to grow at a rapid pace in the years to come.

We are a full service, "generalist" type of Personnel department that is responsible for everything from recruiting to benefits administration to retirement counseling.

Requirements:

- Four year college degree with respectable GPA
- Two plus years of professional level work experience, with some degree of supervisory experience a must.
- Future, not immediate, relocatability out of Oregon required.

Responsibilities:

- Recruiting and interviewing to fill job openings.
- Management and employee training.
- Salary and benefits administration.
- Being responsible for employee welfare and being an "advocate" for them.

To top off this outstanding job opportunity, we also offer a benefits package that is second to none. Included are; profit sharing cash bonus and retirement plans, a guaranteed retirement plan, a savings plan with company money contributed, major medical and dental and more.

If this sounds like something you have been waiting for, please send your resume with salary requirements to:

Attn: Personnel
SAFECO Insurance Company
4101 SW Kruse Way
Lake Oswego, OR 97035
Attn: Mark Zeiger
Equal Opportunity Employer

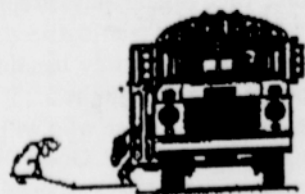
Warehouse

Private non profit seeks asst. for food program for low-income women & children. Supervise volunteers, warehouse duties, occasional computer work, people-oriented. Req. ability to lift 50 pounds, forklift exp, good basic math & communication skills. 20 hrs/week \$6.50/hour. Apply at Oregon Food Bank, 3808 N. Williams, Portland by 2/10/93. Equal Opportunity Employer.

CityOf Salem

Salem-Keizer Together Outreach Specialist (Community Services Counselor I) - \$10.40 - \$12.65/Hr + Excel Fringe Bene pkg. Work involves coordination between city govt citizen groups & outreach regarding youth drug/alcohol prevention strategies. Considerable knowledge of group process, community organizing & effective citizen participation techniques and of youth drug/alcohol prevention, early intervention and/or treatment, and of team-oriented systems & project-based workload. Qualified bilingual/bicultural applicants encouraged to apply. Requires Application & Supplemental Questionnaire. Closes: 2/19/93. Pers Dept, 555 Liberty St. Rm 225, Salem, OR 97301. 588-6162. EOE.

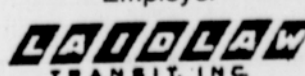
Bus Drivers



Applications Accepted

Between 9AM-2PM
Pre-Employment
Drug Screen Req'd
6755 N.E. Columbia
284-6466

Secure Positions Now!
Equal Opportunity
Employer



City Of West Linn Employment Opportunity Utility Worker I-Sewer/Storm Sewer

Salary Range \$1645-\$2139
Performs a variety of manual, semi-skilled and equipment operation tasks in the construction, maintenance and operation of City facilities. May operate heavy or specialized equipment on occasion. Will be assigned as a crew member in the Sewer division to perform a variety of laboring and specialized tasks including: Sewer installs; cleaning mains and laterals; culverts; catch basins and man holes; sewer line cleaning and vermin control. May assist in customer service calls. Requires: High School graduation or GED certificate; one year experience in public works or two years of general construction work experience within last five years which included some operation of light to medium motorized equipment. Must have valid CDL at time of appointment. **NO phone calls please.** Pick-up City of West Linn applications at City Hall or mail request including self-addressed stamped envelope. **Successful candidate will be required to submit to a pre-employment drug screen.** Applications must be received by **Friday, February 12, 1993, at 4:30 PM,** West Linn City Hall, 22825 Willamette Drive, West Linn, OR 97068, 656-4518, TDD,EEO.

MESD

MESD applications available M-F, 8-5 or send self-addressed stamped legal envelope, indicating position of interest to Multnomah ESD, Attn. Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR 97220-9017

Argumentative Communication Specialist Speech & Language Pathologist (Teachers)

Environmental

Compliance Officer
Pacific Northwest fuel distributor with operations throughout Alaska seeks environmental compliance officer. Successful candidate will be located in Anchorage.

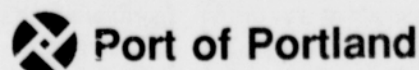
Responsibilities will include coordination & implementation of Federal & State of Alaska regulations including EPA, OPA 90, ADEC, Hazardous Material Handling, contingency planning, spill risk assessment, transportation of hazardous material & hazardous waste generation reporting. Ability to communicate facts, ideas & conclusions, both written & verbal, in a clear & concise manner is a necessity. Send resume and salary requirements to: Personnel Manager, PO Box 70438, Seattle, WA 98107.

CALL 288-0033 or FAX 288-0015 TO
ADVERTISE OR RESERVE YOUR SPACE

Port Of Portland Career Opportunities HVAC Electrician II Aviation Maintenance
Closing Date: February 5, 1993.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m. on the closing date.

Information about career opportunities with the Port can be obtained by calling the Job Hotline at (503) 731-7480.



Consignment Clothing for Men and Women



Second Time Around

Viola Washington-Hoskin 3701 N.E. Fremont
1 (503) 287-2808 Portland, Oregon 97213

Accounting

Senior Accountant

In focus Systems is at the forefront of new generation visual display systems designed to substantially enhance the presentation marketplace. We are actively seeking a seasoned Senior Accountant who will be responsible for the monthly close, assisting with quarterly review and year-end audits, weekly management reporting, ADP payroll, and banking and investment activities. The ideal candidate will have an accounting degree with at least 5 years experience in the electronics industry; strong working knowledge of spreadsheet applications and automated accounting packages. Must be able to communicate effectively with and be responsive to internal and external customers. We offer a dynamic smoke-free environment and excellent compensation package including stock options, 401(k) and profit sharing. Send or fax your resume (no phone calls, please) and salary history to:

In Focus Systems
Human Resources Dept., SA/
NB
Department #FAVOR
7770 SW Mohawk St
Tualatin, OR 97062
FAX # 691-0685

Business Administration/Economics

George Fox College invites applications for two tenure track positions teaching in an innovative MBA program and undergraduate courses in business or economics. Requires broad interests and a specialty in finance, accounting, management, or economics. Must be professionally qualified through doctorate, CPA, CMA, and/or substantial executive experience. College or university teaching experience is desirable. George Fox College is a church-related liberal arts college committed to an evangelical Christian philosophy of higher education. Please submit a letter of application, resume, names of three references, and a brief statement on a personal philosophy of Christian higher education, to Dr. Glenn Moran, Dean of the School of Professional Studies, George Fox College, 414 N. Meridian, Newberg, OR 97132-2697.

Social Service/Domestic Violence Agency
Night Case Manager, Full time
Bilingual, Fluent Spanish/English
\$15,700/year+medical
4:45PM-9:15AM
two nights per week
Send resume/cover letter to:
Bradley-Angle House
PO Box 14694
Portland, OR 97214
EEO/AA/Feminist Organization
Close Date: Feb 17, 1993

Volunteer Opportunity

Women in Community Service Inc. -WICS" is offering a Volunteer Opportunity for women interested in mentoring, female offenders in Transition. Inquiries :Call (503) 280-6646 Ex 310

Immediate Opening

Experienced Alcohol & Drug Counselor for innovative growing program. Full time with benefits. Send cover letter & resume to:

Inact
1135 S.E. Salmon
Portland, OR 97214

Help Wanted

***Extra Income "93"**
Earn \$200-\$500 weekly mailing 1993 UWTI travel brochures. For more information send self addressed stamped envelope to:
Travel Inc. P.O. Box 2530,
Miami, FL 33161.

King County Logo



Public Works, Roads & Engineering Division Cadd Technician Road Design
\$2,773 - \$3,503

AutoCAD drafting for civil roads work in a high production Sun SPARC workstation environment. Position uses AutoCAD, Softdesk and Pacsoft software for performing a variety of computer aided drafting and design engineering work in support of engineering for road improvement projects. AutoCAD software, civil roads drafting experience required. Closes February 12, 1993. Applications-King County Office of Human Resource Management, 500 4th Ave., Rm 450, Seattle 98104 (206) 296-7340. EOE.

Girls Wanted

From OR & WA, between 7-19, to compete in this year's 4th annual 1993 Portland Pageants. Over \$20,000.00 in prizes and scholarships. Call today 1-800-PAGEANT-EXT. 2827.

1-800-724-3268

Senior Management Analyst
335-0193-PE
Personnel Division
1 Full-time Position
\$33,679-\$49,089

Metro is recruiting for one full-time Senior Management Analyst to serve as the Labor Relations Officer in performing the following essential job duties: develop negotiation strategy, write contract language, negotiate labor agreements for Metro and MetroERC; provide contract interpretation to managers and supervisors; handle grievances through mediation or arbitration; develop and present labor relations training; and a variety of other personnel related assignments. This position closes on February 10, 1993. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m. Wednesday, February 10, 1993. Applications and supplemental requirements can be picked up at:

Metro
MetroERC and Oregon Convention Center Administration Offices
The Urban League
The N.E. Workforce Center
Metro
2000 S.W. First Ave.
Portland, OR
Oregon Convention Center
777 NE Martin Luther King, Jr.
Portland, OR
Resumes will not be accepted.
AA/EEL Employer

METRO

PORTLAND OBSERVER
"The Eyes and Ears of the Community"
Office: (503) 288-0033
Fax #: (503) 288-0015

Office Assistant
012-0293-FM
Finance & Management Information
Temporary/Full Time
\$7.03 - \$9.90

Metro is recruiting for one temporary/full-time Office Assistant to perform the following essential job duties: serve as the department receptionist to screen calls and visitors and take messages; receive and sort incoming mail for distribution to department staff; file, alphabetize invoices, organize and file checks and purchase orders; act as departmental contact or resource to communicate data and information to the public and Metro staff members; perform data entry. Does other duties as assigned. This position closes on February 17, 1993. Applications and supplemental requirements can be picked up at:

Metro
MetroERC and Oregon Convention Center Administration Offices
The Urban League
The N.E. Workforce Center
Metro
2000 S.W. First Ave
Portland, Or
Oregon Convention Center
777 NE Martin Luther King, Jr.
Portland, Or
Resumes will not be accepted
AA/EEO Employer

METRO

J.B. ASSOCIATES
Personal, Second Mortgages and Debt Consolidations. Available up to 50K.
1-800-531-0842

PORTLAND OBSERVER
"The Eyes and Ears of the Community"
Office: (503) 288-0033
Fax #: (503) 288-0015

Business

Letter of Credit Specialist

Nike has an immediate opening for a Letter of Credit Specialist in our International Credit Department. In this position you will perform various Department functions, including export letter of credit (L/C) operations and examination of L/C documents to determine compliance with L/C and ICC regulations. Also, you will be involved in close correspondence with banks, distributors and internal staff to expedite export transactions, and assist the Credit Manager with Department projects and clerical support as needed.

To qualify, you must have a minimum of two years' experience in international banking, export operations, freight forwarding, or a similar international business environment. Working knowledge of ICC Publication 400 is required, as is computer literacy, preferably on an IBM, using Word for Windows and Excel. Familiarity with foreign exchange and U.S. antiboycott regulations preferred. You must be detail-oriented, have strong communications skills, and possess the ability to manage multiple projects and priorities.

Nike backs every career opportunity with an excellent salary and benefits package. For immediate consideration, please forward your resume to **Nike, Inc.,** Employment Center, INTL., One Bowerman Drive, Beaverton, Or 97005. **This position may close at any time. We are an equal opportunity employer.**



For best results
ADVERTISE IN THE OBSERVER

Administration



Freightliner Corporation is a major manufacturer of heavy duty diesel trucks. Currently, we have opportunities available at our Corporate Headquarters for the following positions:

Personnel

Data Applications: You will be responsible for maintaining personnel software in support of staffing, relocation, EEO and ad hoc reporting using Excel (Lotus), R:Base and Focus. Also, you will assist in employment related functions, including screening, referencing and preparing ads/postings for open positions. An Associate's degree in Business, Computer Science or related administrative field required. You must have a minimum of four years' database software experience; one year of experience involving personnel procedures and employment law desired.

Secretary: You will prepare confidential correspondence, reports and technical literature, and compose replies to correspondence. Your duties will also include answering routine policy questions, monitoring the budget, maintaining administrative and personnel files, and receiving a high-volume of incoming telephone calls and visitors. A minimum of three years of progressively responsible secretarial experience required. Word processing and Lotus skills necessary.

Freightliner Corporation offers a competitive salary and benefits package. For immediate consideration, fax your resume to (503) 735-6657, or forward it to:

Personnel Operations
Freightliner Corporation
PO Box 4750
Portland, OR 97208-4750

Equal opportunity employer. No agency referrals accepted.



FREIGHTLINER CORPORATION

SALES

DIGITAL MUSIC EXPRESS SALES REPRESENTATIVE

Don't miss out on an opportunity to join Paragon Cable, a cable company that is on the leading edge of technology. Our sales team is currently recruiting for individuals to contact potential subscribers, demonstrate, sell, and install Digital Music Express and ancillary services. The qualified candidate we are looking for would possess a high school diploma or equivalent and valid driver's license with good driving record. Previous sales and/or installation experience is preferred; able to lift 40 lbs; use of personal vehicle is required. We offer a comprehensive benefits package. Please come in and complete an application at 3075 NE Sandy Blvd, Portland, OR 97232.

We are an Equal Employment/AA Employer