

CLASSIFIEDS / BIDS

Our Most Important Asset Is People

Blue Cross and Blue Shield Of Oregon offers a wide variety of career opportunities.

We are currently recruiting for the following positions:

- Programmer Analyst
- Sr. Programmer Analyst
- Customer Service Representative

For more information about current openings call our JOB INFORMATION LINE: 225-5402

Blue Cross and Blue Shield of Oregon is strongly committed to equal opportunity in all phases of employment.



**Blue Cross
Blue Shield
of Oregon**

Human Resources Dept., 3rd Floor, 100 SW Market
Portland, OR 97201
Equal Opportunity Employer

Addendum No. 1

City Of Gresham, Oregon

to the Contract Documents for the construction of 1993/94 CDBG Waterline, Project No. 4233, NE Palmbad Ave. and NE 5th St. between SE 1st and NE Kane.

Dated December 15, 1993

To: Prospective bidders and planholders for the project.
Subject: Changes to the Contract Documents.

The contract documents for the above project are not modified in any way by this Addendum No. 1 except as provided below.

Replace Section 103.06 of General Technical Requirements (Part III), Performance and Payment Bonds, p.12. Replacement wording as follows.

103.06 Performance and Payment Bonds

At the time of execution of the Contract, the Contractor shall furnish a Performance Bond and a Payment Bond approved by the Owner and Attorney, each in an amount equal to the amount of the Contract based upon the estimate of quantities or lump sum as set forth in the Proposal, conditioned upon a compliance with and fulfillment of all terms and provisions of the Contract, including maintenance, repair and replacement, and all applicable laws and prompt payment, as due, to all persons supplying labor and/or material for prosecution of the work. Performance and Payment Bonds may be combined in a single form as long as separate coverage is provided for performance and payment.

Each bidder shall acknowledge receipt of this ADDENDUM No. 1 by signature below and attach this document with their bid. A bid submitted without acknowledgement may be invalid.

Bidder's Signature _____ Date _____

Company Name _____

Marketing

Local Manufacturer has immediate opening for Marketing Assistant. Responsibilities include: development of monthly sales forecasts, quick response (inventory replenishment recommendations), sales analysis, and sales reports. Ideal candidate will have 4 year business degree, minimum 3 years sales forecasting experience using PC (Focus Forecasts), experience with MRP II systems and inventory management, and be proficient with math and demonstrate attention to detail. Experience in HBA Industry, grocery or drug chain, and/or private label preferred. Send resume to Attn: Human Resources, 3580 NE Broadway, Portland, OR 97232. We are an Equal Opportunity Employer.

Start The New Year With A New Job!

We have immediate opportunities for:

- * **Production Persons**
- * **Wiper Cutter**
- * **Dock Workers** (hrs 5 am - 1:30 pm
Hvy Lifting reqd.)
- * **Site Donation Attendant** (hvy lifting reqd)

Our company offers steady income, great benefits, including vacation, paid sick leave/holidays, & health insurance. If you have a good job record, please apply in person to: **Goodwill Industries, 1831 SE 6th, Portland, M-F, 9-2.** We will be closed on Dec 24 & Dec 31. Equal Opportunity Employer

Customer Service

We are proud to be on the leading edge of the dynamic cable television industry. To maintain our mission and enhance our ongoing commitment of total quality service to over 100,000 customers in the Portland area, we are looking for a:

TELEPHONE MANAGER

- Manage the daily operation of the Customer Service and Repair Departments
- Maintain and develop systems to improve customer service retention
- Update staff on promotions, campaigns and company resources
- Develop, coach and mentor a staff of supervisors
- **Requirements:**
Three years management experience Demonstrated skills in analyzing statistical data and presenting conclusions
Excellent written and oral communication skill
- **Preferences:**
Telephone customer service experience
Knowledge of Automated Call Data (ACD) systems and management College Degree

We offer competitive compensation, excellent benefits, including free Cable TV and the opportunity to work in a team environment and drug free workplace. Place apply to:

PARAGON CABLE
3075 NE Sandy Blvd.
Portland, OR 97232

Employment

METRO

- **ACCOUNTING SUPERVISOR** - \$36,791 - 53,620/yr. (Deadline 12/28/93) Under the direction of the Accounting Manager, this position will supervise ten (10) or more Clerical staff and three (3) Lead Clerks in the Accounting Division of the Finance and Management information Department.

Applications available at:

Metro Personnel - 600 NE Grand Avenue, Portland, OR 97232
Oregon Convention Center - 777 NE Martin King Jr. Blvd.

The Urban League - 10 N Russell

The Northeast Workforce Center - 739 N Killingsworth

Resumes will not be accepted.

AA/EEO Employer

General

Help Wanted

Interviews Now
Being Accepted!

On A First Come Basis

First Serve Basis

Growing Company Needs

50 People

To Fill Immediate

Openings..Openings..Opening

No Strikes, No Layoffs

Expanding local distribution center for a large 80 yr. old electrical maintenance company. Have openings in several departments for setup and display work sales manager trainee, recruiting trainee position.

No experience necessary. As we provide full training that will lead to a very secure position.

\$1800.00 per month Guarantee

Based on 48 presentations per month

Call 639-0392

Position Posting

Opening Date: December 17, 1993 Closing Date: December 27, 1993

Position title: Receptionist

Department/Division/Location: Portland Office: RZA AGRA, 7477 SW Tech Center Drive, Portland, OR 97223

Pay Range: DOE

IF YOU ARE INTERESTED IN THIS POSITION, SUBMIT YOUR RESUME TO DENISE CHRISTIAN, HUMAN RESOURCES, AT THE ABOVE ADDRESS OR FAX TO (503) 620-7892.

ESSENTIAL FUNCTIONS:

- Answer phones for a 65-person office
- Distribute and sort mail; prepare outgoing mail
- Maintain job files
- Send and distribute faxes
- Prepare field reports for mailing
- File updates for publications
- Input data into computer tables for different departments
- Projects as assigned

QUALIFICATIONS:

EXPERIENCE:

- Three to five years telephone experience
- Two years office administrative experience

EDUCATION:

- High school degree or equivalent required

SKILLS:

- Ability to manage multiple tasks
- Strong telephone etiquette skills and ability to maintain rapport with clients
- Familiarity with computer word processing and spreadsheet programs

• Ability to use a filing system to maintain records for the company

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

- Ability to use a filing system to maintain records for the company

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

- Ability to sit for prolonged periods of time

SUPERVISION:

- Reports to Administrative Services Manager

RZA AGRA is an Equal Opportunity Employer

Vocational Rehabilitation Specialist

\$2372 - \$3154

The State of Oregon Vocational Rehabilitation Division is recruiting for a Vocational Rehabilitation Specialist in our North Portland office to work with clients from culturally diverse backgrounds. The Specialist will provide the full range of vocational rehabilitation services including evaluation eligibility determination, determination of nature and scope of services needed for employment and job placement. In addition, the employee will provide consultation, coaching, and training to other employees in cultural diversity and minority affairs. Contact local Employment Office for an announcement C 6648, OC930072A to check minimum qualifications and to obtain a state application. VRD is an AA/EEO Employer who complies with the Rehab. Act of 1973 and ADA. Minorities, females and persons with disabilities are encouraged to apply.

Team Management Coordinator

Oregon Department of Transportation seeks experienced organization development (OD) specialist for positions headquartered in Bend, La Grande, Portland, Roseburg, and Salem. Will facilitate organization improvement via analysis, design, and delivery of team management facilitation, interventions and other OD projects. Requires 4 years of administrative experience, including 2 years overseeing on-going OD project/program. Bachelor's degree in HR management or training and development may substitute for 2 years of general administrative experience. Positions offer competitive benefits and annual salary of \$31,596-\$42,432. Contact ODOT Recruitment at (503) 378-6281 (TDD-373-7727) for additional information and required application packet. Completed application and cover letter deadline is 5:00 p.m., January 11, 1994. ODOT is an EEO/AA employer committed to a diverse workforce.

Programmer Analyst

\$2,168 - \$2,936 Monthly

(Class #C1407)

The Oregon Liquor Control Commission is recruiting for a Programmer Analyst in its Information Systems Division, Milwaukie, Oregon.

The purpose of the position is to design, install and maintain computerized systems primarily for the Commission's Merchandising, Point of Sales Program.

Minimum Qualifications for this position are: Two years' experience as a Programmer;

OR, a degree from an accredited college or training school or certificate in Programming or Computer Science, AND one year experience as a Programmer; OR, an equivalent combination of experience and training.

Note: There are additional skills required for this position. Please refer to the State of Oregon Job Announcement No. C930877. To obtain an announcement and application, contact the Liquor Commission's Human Resources Office, (503) 653-3019 (TDD 653-3054), or any State of Oregon Employment Division office. Reasonable accommodations will be made for the vision or hearing impaired in the application process.

AA/EEO/ADA Employer

Closes 1/7/94

Public Involvement Coordinator

Politically-astute individual, skilled in consensus-building, sought for professional position in Salem. Will coordinate public involvement initiatives and develop appropriate strategies related to major, complex and controversial transportation issues. Requires 4 years experience analyzing/monitoring programs or instructing public regarding specific programs; 2 years must have included developing and delivering public involvement strategies and programs involving diverse constituent groups and politically sensitive issues. Position offers competitive benefits and annual salary range of \$31,260-\$41,652. Contact Oregon Department of Transportation at (503) 378-6281 (TDD-373-7727) for an additional information and required packet. Completed applications and test responses must be received by 5:00 p.m., January 7, ODOT is an EEO/AA employer committed to a diverse workforce.

Immediate Opening

FM Program Director
Minimum 5 years experience.
Send resume:
Attention Station Manager
P.O.Box 14957
Portland, OR 97214
No phone calls.
Equal Opportunity Employer

Position Posting

Opening Date: December 17, 1993 Closing Date: December 27, 1993

Position Title: Marketing Assistant

Department/Division/Location: Portland Office: RZA AGRA, 7477 SW Tech Center Drive, Portland, OR 97223

Pay Range: DOE

IF YOU ARE INTERESTED IN THIS POSITION, SUBMIT YOUR RESUME TO DENISE CHRISTIAN, HUMAN RESOURCES, AT THE ABOVE ADDRESS OR FAX TO (503) 620-7892.

ESSENTIAL FUNCTIONS:

- Assist with proposals
- Update and input information into databases
- Update existing and create new Standard Forms 254 and 255
- Update existing and create new resumes
- Update project descriptions
- Compile and submit standard Statements of Qualifications
- Create organization charts
- Modem information to other offices
- Print tabs and labels
- Back up word processing
- Answer phones
- Assist with reproduction of documents

QUALIFICATIONS:

EXPERIENCE:

- Three to five years administrative experience

EDUCATION:

- High school degree or equivalent required
- Two year degree or equivalent preferred

SKILLS:

- Ability to prepare all business documents using prescribed format and conforming to all rules of punctuation, grammar, spelling, diction and style.
- Ability to organize, prioritize and coordinate multiple tasks
- Advanced knowledge of word processing (Wordperfect and Word), database and spreadsheet computer programs
- Typing at a rate of at least 50 wpm
- Ability to effectively communicate with managerial and professional staff members and clients

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

- Ability to sit for extended periods of time
- Ability to work at a computer for extended periods of time

SUPERVISION:

Reports to Administrative Services Manager

RZA AGRA is an Equal Opportunity Employer

The Portland Observer

(USPS 959-600)

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