

Careers & CLASSIFIEDS

Laborers - Production

Oregon Steel Mills, a world class producer of steel plate and pipe products, has an opening for Production Laborers. The position will include shoveling, grinding, reading temperatures, measuring, driving forklift, operating equipment, hooking and unhooking chains, operating hand crane and bobcat; some welding may be required. Cross training will be conducted in all areas of either the Steelmaking or Operations Departments.

Starting wage is \$10.00/hour with opportunity for advancement.

The following qualifications are required:

- Capable of performing essential physical activities (lifting, pushing-pulling 64-90 pounds) and working in high heat.
- Must have stable, verifiable work history, including one year's manufacturing background. Forklift, grinding experience preferred.
- Must be able to match strings of numbers, count, measure and know basic math.
- Willing to work rotating shifts (either 12-hour rotation or 8-hour rotation).
- Able to wear safety equipment (respirator, hearing protection, safety glasses).
- Able to pass pre-offer drug screen and post-offer physical examination.
- Must have reliable transportation (no bus service available for rotating shifts).
- High school diploma or GED preferred.

The company offers excellent benefits including employee ownership in the firm. Apply at the address listed below. No applications can be accepted at Oregon Steel.

Oregon Employment Department
Job Net Number 1110130
30 North Webster Street, Suite E
Portland, Oregon 97217

An ADA/Equal Employment/Affirmative Action Employer

Portland Development Commission Public Affairs Manager

\$51,455 - \$77,183

The Portland Development Commission, as the City of Portland's agency for urban renewal, housing and economic development, is seeking a Public Affairs Manager. Successful candidate will direct the Commission's Public Affairs function involving:

- Issues management, strategy development, public information, community outreach, and graphics services.
- Assume the lead role in strategic communications planning as it affects policy making.
- Ability to work closely and effectively with other governments, community groups and media.
- Possess an understanding of teams and the professional development of staff.
- Requires excellent writing, editing skills and strong interpersonal communication skills.

Position requires a Bachelor degree in Public Affairs, Public Relations, or related fields or equivalent experience of not less than six to eight years in Public Affairs/Public Relations/Marketing.

Please pick up application packet by Friday, November 25, 1994 at 5:00 p.m. If outside Portland metro area, please call our job hot line, (503) 823-3463 and request a packet.

Portland Development Commission
Attn: HR/PA
1120 SW Fifth Avenue, #1100
Portland, Oregon 97204

The Portland Development Commission values diversity in its workforce and is committed to equal opportunity and affirmative action.

Accounting



Blue Cross Blue Shield of Oregon HMO Oregon Cost Accountant

Blue Cross and Blue Shield of Oregon is currently accepting applications for a Cost Accountant.

This position prepares monthly and quarterly cost reports, assists in the preparation of annual budgets for Medicare, Federal Employees' Program, National Accounts and the corporation which also includes analyzing and explaining the variances to those budgets. This position also conducts periodic time studies and usage surveys and develops numerous allocation and distribution tables to be used with cost system.

Qualified candidates must have a Bachelor's degree with emphasis in Accounting, one to three years cost accounting experience including Medicare, plus extensive knowledge of cost accounting techniques theories and EDP applications. Candidates must also have PC experience with Lotus and Ami Pro and would prefer experience with Integal. This person must also possess strong oral and written communication skills and have the ability to meet various time deadlines.

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 #191 at the top of your resume or in your cover letter. Send resume to:

Blue Cross and Blue Shield of Oregon/HMO Oregon
Human Resources Dept., 3rd Flr
PO Box 1271
100 SW Market Street
Portland, OR 97207
TDD #255-6780
Equal Opportunity Employer

Administrative Specialist

\$20,500 - \$29,110

The Workforce and Target Industries Department of PDC is seeking an Administrative Specialist to perform a variety of clerical duties. Strong interpersonal, written and verbal communication skills required. Must possess excellent telephone, scheduling and time management skills. Wordperfect for windows and data base experience required.

Interested applicants should pick up a more detailed job description and application packet at PDC. Application packets must be returned by 5:00 p.m., November 25, 1994.

Portland Development Commission
1120 SW Fifth Avenue, Suite 1100
Attn: HR/Adm
Portland, Oregon 97204

The Portland Development Commission values diversity in its workforce and is committed to equal opportunity and affirmative action.

Production

Quality Jobs... Quality People

- Big Rewards
- Temp to full time
- Long-term night work
- Large international firm

Walk in applicants welcome.
1 - 4 p.m., Monday - Friday
1020 SW Taylor, #230

CALL 1-800-90KELLY



(Equal Opportunity Employer)

Nurse Monitoring Program Coordinator

Oregon State Board of Nursing
\$2605 - \$3471 Per Month
The Oregon State Board of Nursing is recruiting for a Nurse Monitoring Program Coordinator. This position offers an alternative to formal Board action for nurses with chemical dependency, psychiatric or physical disorders.

Minimum qualifications are: you must have, or be eligible for, a State of Oregon Nursing license; Bachelors Degree in Nursing; four years of recent (within last 5 years) clinical nursing experience or professional level experience advising or instructing the nursing community (hospital, long term care facility, etc.) concerning a specific program, monitoring program, or performing participant reviews. Preference will be given to a person with experience in case management, chemical dependency treatment, psychiatric or rehabilitative nursing, in that order.

To apply, call Mary at 731-4764 and request a Recruiting Announcement and State of Oregon PD-100 application. Your application and answers to the exam question must be received by 4:30pm, December 5, 1994. For hearing impaired, contact the Board through the Oregon Relay Service, 1-800-735-2900. An Equal Opportunity/Affirmative Action Employer.

Education

Program Director Food Industry Management Program

School of Business Administration, Portland State University - responsible for development, management, and marketing of non-degree food industry management courses. Qualifications include Bachelor's degree, marketing, program development and management skills. Experience with food industry and/or higher education preferred.

To apply, call Kathy (503/725-3791 or 800-547-8887, x3791) for a complete job description and application information. Deadline for applying is December 9, 1994, or until position is filled. This is a fulltime, unclassified appointment. PSU is an equal opportunity, affirmative action employer and is committed to diversifying its workforce. Minorities, women, and members of other protected groups are encouraged to apply.

Clerical

Make The First Move.

Are you interested in a career that will give you the opportunity to learn and grow...develop your skills...gain new or additional work experience? If so, make First Interstate your first career choice. Currently, we have the following opportunities available.

Proof Operators

Your responsibilities will involve data entry and processing and reconciliation of customer and branch transactions. To qualify, you will need good basic math and 10-key skills with at least 125 spm. Understanding of debits and credits and prior Proof Operator experience preferred. A 10-key proficiency exercise will be given. Choose one of the following shifts:

- Monday, 6:00pm to finish and Tuesday-Friday, 6:30pm to finish. Part-time (20 hours), benefits included, Job #2427 or 2-3 days a week, hourly, Job #2434.
- Monday, 2:30pm to finish and Tuesday & Friday, 6:30pm to finish, (24 hours). Job #2707
- Monday, 2:30pm to finish, Tuesday, 3:30pm to finish, and Wednesday-Friday, 4:30pm to finish, (32 hours). Job #2795

For these Proof Operator openings, we offer a salary of \$6.24/hr (includes base pay plus 9% shift differential) as well as an incentive ranging from approximately \$1.30-\$2.38/hr and a convenient Portland location with parking provided.

General Clerks

You will perform general clerical functions and sort, file, and process payments. Requires general office skills and the ability to operate basic office equipment. Accurate 10-key skills of 150 spm and typing skills of 35 wpm are necessary. A 10-key proficiency exercise will be given. Choose one of the following shifts:

- Sundays only, 8:00am-4:30pm, free parking provided. Job #2678
- Monday-Friday, 8:30am-3:00pm (approximately 30 hours), benefits included. Job #2929

For immediate consideration, please apply in person referencing the Job Number of the position you are applying for at: First Interstate Bank, 1300 S.W. Fifth Avenue, 13th Floor, Portland.

An Equal Opportunity Employer. We promote a drug-free workplace.



Where people come first.

Portland Housing Center Information & Referral Specialist

Strong communication and telephone skills required. Must be able to maintain a positive attitude while handling a large number and variety of callers; and understand and explain complicated issues. Clerical skills and Spanish language skills are essential. Computer skills preferred. Salary range: \$18,000 to \$20,000. Resumes not accepted. Application available at the Portland Housing Center, 1605 NE 45 St. Position may close any time after November 30. Equal Employment Opportunity.

School Bus Drivers

Portland Public Schools is now accepting applications. We provide paid training, ex-benefits, ex-starting wage, guaranteed hours. Apply at Portland Public Schools, Transportation Dept. 716 N.E. Marine Drive, Portland. Equal Opportunity Employer.

BUS DRIVERS

WILL YOU
BE MY BUS
DRIVER?



- \$7 PER HOUR**
- \$120 TRAINING BONUS**
- \$300 BONUS AFTER 90 DAYS**
- PAID PHYSICAL**
- MEDICAL RETIREMENT**
- 4-8 HOURS PER DAY**
- CHARTERS & TRIPS**
- SICK LEAVE**
- HOLIDAYS**

MAYFLOWER CONTRACT SERVICES
13000 SW Hall Blvd., Tigard
620-0541

Production

Growing mfg Co. seeking Pkg. team members. Three, twelve hour shifts. Th-Sat 6:45 p.m. to 7:00 a.m. Starting wage \$5.55 hr. Benefits after three months successful on-the-job production. Apply direct between the hours of 1-5, M-F or send resume to 3580 NE Broadway, Portland OR 97232. Equal Opportunity Employer.

Banking

Be the
FIRST
on your block
to take advantage
of our success.

In our continuing effort to find and hire talented individuals to support our new Loan Services Group, we will be holding our second Career Fair, Saturday, November 19th. If you are interested in a career that will give you the opportunity to learn and grow...develop your skills...gain new or additional work experience...then you won't want to miss this event. You will have an opportunity to meet directly with our hiring managers and learn more about the many opportunities available.

• CAREER FAIR •

Saturday, November 19th • 10:00am - 4:00pm
Embassy Suites Hotel
(near Washington Square off Highway 217)

Loan Services Group

Consumer and Commercial Loan Services

Through our continued growth and consolidation, we're expanding and relocating our Loan Services Group to 185th and Walker Road in Beaverton. Located in a beautiful, campus-like setting, our Loan Services team will work with the newest loan technology available. As the first career choice for Loan Services Professionals, consider the following openings for experienced professionals as well as other ambitious individuals who are seeking a new career and are willing to learn.

- Customer Service Representatives
- Collections & Recoveries
- Clerical
- Operations
- Loan Closers/Processors
- Project Management
- Loan Documentation

At our Career Fair, we will also be interviewing for the following opportunities:

- Data Entry Operators - Downtown Portland location
- Proof Operators - Downtown Portland location
- Part-Time and Hourly Tellers - Convenient branch locations throughout the Portland and Vancouver metropolitan areas

First Interstate Bank offers competitive compensation, excellent benefits, paid training and discounted banking services. If you're unable to attend our Career Fair, please send your resume to or apply at: First Interstate Bank, 1300 S.W. Fifth Avenue, 13th Floor LSG, Portland, OR 97201.

We are an Equal Opportunity Employer. We promote a drug-free workplace.



Where people come first.

Call (503) 288-0033 or Fax (503) 288-0015 to place a Career or Classified ad in The Portland Observer.

MEDICAL OFFICE ASSISTANT BE ONE

IN LESS TIME THAN YOU THINK!

TRAIN NOW!
Be a part of a Professional Medical Team. Get marketable skills. THE HEALTH CARE INDUSTRY NEEDS!
Medical Insurance Billing & Coding
Transcriptions
Medical Reception
Office Administration
Vital Signs

NEW CLASSES ALSO FORMING in:

- Medical Assisting
- Limited Xray

FINANCIAL AID AVAILABLE. FOR THOSE WHO QUALIFY. PLACEMENT ASSISTANCE DAY & EVENING CLASSES AVAILABLE!

NEW CLASSES FORMING NOW. Call TODAY!

ConCorde CAREER INSTITUTE
1827 NE 44th Ave • Portland, OR 97213
Portland: 503-281-4181 Vancouver: 206-750-7969