

CLASSIFIEDS/BIDS

Employment

When it comes to keeping Oregon healthy, we couldn't care more.

Since 1941, Blue Cross and Blue Shield of Oregon has relied on the efforts of our exceptional workforce to discover innovative routes to superior health care. Solutions like wellness programs, physician-directed care, and assistance to uninsured Oregonians. Our people understand that while quality often has a price, efficiency and intelligent strategies can keep costs to a minimum. If bettering the quality of life in Oregon sounds like a worthwhile pursuit to you, consider our possibilities.

Secretary to Manager (Job # 5H1)

In this key position, you will handle a large and varied workload in a fun, fast-paced environment in our Marketing Department of the Mid-Valley Regional Office located in Salem. To qualify, you must have a High School diploma (or equivalent), good communication, grammar and composition skills including spelling and proofreading. Experience with multi-line phone systems, PC knowledge and the ability to type 60 wpm are necessary.

Internal Benefits Consultant (Job # 416)

You will be responsible for analyzing, developing and administering benefit programs for The Benchmark Group. To qualify, you must have a Bachelor's degree in Business Administration (or equivalent) and at least five years' increasingly responsible Human Resource experience including three years' supervising and managing staff and programs. Strong communication, interpersonal, team-building and project management skills are necessary.

We offer competitive salaries and benefits package. Pre-employment drug screening is required and we support a smoke-free work environment. For more information about career opportunities, call our Job Information Line: 1-800-231-1617 or visit our website at <http://www.bcbso.com>. To apply, please place the position number at the top of your resume or cover letter and submit to: Blue Cross Blue Shield of Oregon HMO, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TDD # (503) 255-6780. We are strongly committed to equal opportunity in all phases of employment.



Washington Mutual Management Trainee

Washington Mutual Bank currently has exceptional opportunities for professionals interested in pursuing sales oriented careers.

You will learn state-of-the-art sales techniques, business development concepts, and the products and services of Washington Mutual. The first portion of your training program will be spent learning skills and utilizing them at various financial centers. The last portion is devoted to enhancing your knowledge while working as an intern in a sales region. Upon satisfactory completion of the program, you will have opportunities to pursue management positions in Washington Mutual Financial Centers.

Minimum requirements for this program include a bachelor's degree OR an equivalent combination of education and experience, 2-3 years work experience and willingness to relocate. Previous banking and sales experience highly desirable. A valid drivers license is required. Availability to work extended hours a must, including Saturday and possible Sunday hours. Advanced program opportunities may be available for candidates with strong management/leadership experience - preferably in banking environment.

Compensation during this 12 month training program includes a salary of \$1,840 - 2,300 per month DOE and participation in our comprehensive flexible benefit program.

If you are interested in this challenging career opportunity, please submit the following documents postmarked by January 13, 1997 or to the Human Resource Dept. in downtown Seattle by pa January 15. Financial Center or by calling (800) 952-0787. 2) Current resume. 3) A descriptive paper on a real situation in which you used your sales and/or leadership ability. Explain the strategy and the outcome. The paper should be typed, double spaced and no longer than one page. 4) Two names and phone numbers of current or past employers as references.

No phone calls please. Only those selected for an interview will be contacted.

SEND TO:
Washington Mutual Bank
Attn: Management Trainee
Human Resources - SAS0108
P.O. Box 834
1191 2nd avenue
Seattle, WA 98111

Informational Advertisement Department of Transportation Call for Bids

Sealed bids will be received until 9 a.m. on January 23, 1997 for the projects listed below:

Jackson & Josephine N. Grants Pass - Evans Creek Section of the Pacific Highway (I-5) in Grants Pass. A. C. Pavement and Oiling. This project contains asphalt & Fuel Escalation Clauses. 11% DBE goal. DBE subject to commercially useful functions (CUF) requirements. This project is to be constructed under the 1996 Standard Specifications For Highway Construction.

Plans, specifications and bid documents may be obtained in Room 1, Transportation Building, Salem, Oregon 97310. Plans may be ordered by phone at (503) 986-3720, or by facsimile at (503) 986-3224. **There is a \$20.00 non-refundable charge for plans and specifications per project.** Prime contractors must be prequalified ten days prior to the bid opening day. For additional information regarding prequalification, please contact Fran Neavoll, Program Section, at (503) 986-3877.

If your business is not certified as a Disadvantaged Business Enterprise (DBE) or a Women Business Enterprise (WBE), please contact the Office of Minority, Women and Emerging Small Business at 155 Cottage, Salem, OR 97310, phone (503) 378-5651.

Call (503) 288-0033 to advertise in
The Portland Observer

BUSINESS FOR SALE: \$50,000

Mrs C's Wigs

Inventory Separate, Daily Sales Averages \$1,000 Per Day.
2100 Sq Ft. Plus Parking
Call Sherrie at Oregon Realty (503) 691-5041
Contract Terms available

GROCERY



Safeway, Inc
Is accepting applications for all positions in our Portland and Vancouver stores.

Applications will be accepted Tuesday, January 7, 1997 between 12 noon-4 pm at our Jantzen Beach store located at 11919 N Jantzen Avenue.

All positions are part time and require nights, holidays and weekends. Competitive benefits package including medical, vacation, 401 (K) program, retirement.

Clark College

Clark College, a public community college in Vancouver, WA, is accepting applications for the following full-time tenure-track faculty positions. Instructor positions begin in September, 1997; Counselor position begins in Summer, 1997. Starting salary: \$29,656-\$35,148.

Adult Basic Education Instructor/Coordinator, M.A. in Adult Education or related field. Closing date: Feb. 14, 1997

Counselor, Student Success/Retention, Master's degree in Counseling or related field. Closing date: February 24, 1997

Developmental Education Instructor, M.A. in Adult Education or related field. Closing date: February 14, 1997

English Instructor, M.A. or M.A.T. in English or Rhetoric/Composition. Closing date: February 21, 1997

Physical Education Instructor, Master's degree in Physical Education or related field. Closing date: February 19, 1997

Required application materials must be received by 5 p.m. on the closing date, and may be obtained from Clark College Personnel Services, 1800 E. McLoughlin Blvd., Vancouver, WA 98663, (360) 992-2105. JOBLINE (360) 992-2836. [Hearing impaired (360) 992-2317]. AA/EEO employer. The College will consider its diversity needs when filling all positions.

Maintenance Technician

Central City Concern, a non-profit agency, has an immediate opening for a Maintenance Technician. Qualified applicants must have experience in construction, carpentry, painting, minor plumbing, and electrical systems. \$9.10/hr. Please send resume and cover letter or apply in person to Central City Concern, 2 NW Second Avenue, Portland, OR 97209. Equal Opportunity Employer.

Clerk Typist

Clerk Typist needed on a part-time basis to perform a variety of clerical duties in a busy office. Requires a high school diploma or equivalent and experience including word processing and/or data entry experience. Position will be located in Salem area. Please send letter of interest and a resume to the following address: Human Resources Manager; Springdale Job Corps Center, 31224 E. Historic Columbia River Highway; Troutdale, Oregon 97060.

Responses Must Be Received No Later Friday, Jan. 3, 1997
As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.

\$1000's Possible Typing. Part Time. At Home. Toll Free (1) 800-218-9000 Ext. T-7111 for Listings.

Sub-Bids & Material Quotes Requested

OHSU - Baird Hall, HVAC Upgrade

W.R. #96-082762

Bid Due Date 1/07/97 Bid Time: 3:00 PM

Bid Opening: 1/08/97 @ 3:00

Hydro-Temp Mechanical, Inc.

4246 S.E. Belmont

Portland, OR 97215

Phone: (503) 230-9359 Fax: (503) 230-9363

CCB #63907

We are an equal opportunity employer and request sub-bids and material quotes from minority, women, disadvantaged and small business enterprises in the areas of carpentry, controls, acoustical ceiling, electrical, flooring, glazing, hollow steel doors and frames, insulation, painting and structural steel.

Port of Portland

Career Opportunities Information about career opportunities with the Port of Portland can be obtained by calling the Job Hotline at (503) 731-7480. Hearing impaired applicants may call TDD. (503) 731-7485. Applications for open positions are available at the Port's employment office, located at 700 NE Multnomah, 14th. Flr. Office hours are Monday through Friday, except Holidays, 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. The Port of Portland is an Equal Opportunity Employer.

Sub Bids Requested

VA Medical Center

Research Addition - Phase II

Bid Date: January 6, 1997 at 4:00pm



HOFFMAN CONSTRUCTION COMPANY OF OREGON

Bid Phone: (503) 221-8811 - Bid Fax: (503) 221-8934

1300 SW Sixth Avenue - Portland, OR 97201 - OR License #28417
We are an equal opportunity employer and request sub bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.
Other Subcontracting Opportunities - Internet <http://www.hoffmancorp.com>.

CLERICAL



Washington County - Hillsboro \$9.80/hr.

6 mos. assignment beginning Jan. 6, '97
Administrative Specialist
Answer phones, MS Office, windows, Word, Access, Power Point, Excel, 45 wpm, Administrative support to Director and Sr. Staff, coordinate public activities.

Call 232-8807

St. Vincent dePaul Staffing Services

500 N.E. Multnomah, Suite 240

Garlington Center Behavioral Healthcare (Open job listing as of December 20, 1996)

Case Manager needed to provide supportive therapy and a full range of case management services to chronically mentally ill clients in need of intensive services. Minimum 2 years related experience required. Must be QMHP. Ref #CM-I

Child and Family Therapist needed full-time. Duties include providing outpatient services to culturally diverse population of children ages 0-21. Experience with crisis intervention outreach and working with minority youth & families desirable. Masters degree in a mental health related field and 2 years clinical experience required. QMHP required. Ref #CH-CFT

Psychiatric Nurse requires current RN license, eligible to practice nursing in the state of Oregon and 2 yrs. exp. preferably inpatient/and or dual diagnosis. Full-time position.

Receptionist needed to work in mental health setting. Experience with high volume multi-line switchboard required. Other duties include greeting client and assisting with general office duties. Typing 45 wpm required. Competitive salary and benefits. Ref #RC-SC

Receptionist needed to work at our childrens program. Experience with high volume multi-line switchboard required. Other duties include greeting client and assisting with general office duties. Typing 45 wpm required.

Bookkeeper needed to process payroll and employee benefits. Experience with ADP & Peachtree general ledger software required. This position requires general bookkeeping experience. Ref. #FN-BK

Vocational Specialist needed to work on an on-call bases for the vocational training program serving high functioning CMI adults, in a cafe setting. Duties include, production, baking, preparation for lunch service and preparing dinner for Plaza clients, also the opening and closing of the cafe.

Executive Assistant to the CEO busy CEO needs confidential executive assistant to provide top quality support: plan and coordinate executive level and management meetings; manage exec's calendar/schedule; screen callers and walk-ins; review and prepare correspondence for CEO; provide support to board of directors for meeting schedules, correspondence, and record-keeping; and provide office management support for administrative functions. Requires minimum 3 years executive level experience including excellent PC skills with MS Word, WP 6.1, and excel software; Typing speed 65 WPM; and excellent written and verbal communication skills.

Financial Specialist I needed for busy finance department. Duties include heavy data entry and general office duties. 10 Key by touch preferred. Previous accounting experience a plus. Ref.#FN-FS

Closing Date: January 3 1997

Competitive salary and benefits. Send/fax cover letter and resume to: Garlington Center, 911 N. Skidmore Portland, OR 97217 Attn: HR Fax: 249-8740 EOE. Committed to diversity. No phone call please. Contact our Job Line at 727-5947 for additional job opportunities.

Secretary/Admin Asst

The Downtown Portland Office of **Northwest Natural Gas Company** has an immediate opening for an administrative assistant. For job information and qualifications, contact:

Job Information Line - Portland Area (503) 226-4211, ext 2434
An Equal Opportunity Employer

RN, LPN, CNA, Residential Attendant, Housekeeper, Foster Care Managers.

Apply: Mt. St. Joseph Residential Care, 3060 SE Stark Street, Portland

Cars For \$125. Seized & sold locally by IRS, DEA, FBI. (800)-522-2730, x2812