

CLASSIFIEDS

KXL, FM Portland looking for Part-time weekend talent. Minimum 2 years on-air experience requires. Some college preferred. Send tape and resume attn: Randy O'Neil - 0234 S.W. Bancroft St. Portland 97201
No phone calls. Equal Opportunity Employer

General Office Assistant

Half-time (24 hrs per wk). Secretarial work and telephone reception for office and retail showroom. Computer entry using Windows Word, Excel, and Filemaker Pro. Greet clients and use a busy multi-line switchboard. Other duties include maintaining data base, filing, and other general office tasks. Ability to handle multiple tasks calmly. Strong interpersonal skills required. Experience, accuracy and attention to detail important. Salaried position with benefits in this friendly team environment. Company named by Oregon Business Magazine as one of Oregon's 100 Best Companies to Work For. Send resume and cover letter to Julia Spence, Human Resources Manager, Neil Kelly Company, 804 North Alberta Ave., Portland, OR 97217.

Social Service

Center Manager at NE Multicultural Sr. Center. M-F. Oversee on-site meal program, volunteers, operating budget, and fundraising. Skills working with a diverse population. Related educational and/or supervisory experience desired. Apply at Loaves & Fishes Centers, Inc., 6125 SE 52nd or call 777-2424. EOE

Development Director

River Network, a national river protection organization, seeks an experienced senior fundraiser for our Portland, Oregon office to identify, cultivate, and solicit funding from individuals, corporations, and foundation sources. Extensive (at least five years) non-profit and fundraising experience required. Person must work well as a team member and independently, have excellent written and oral communication skills, and a dedication to protecting the environment. Competitive salary and excellent benefit package. To apply, send resume and writing sample by January 5th to River Network, PO Box 8787, Portland, OR 97207-8787.

Food Service Assistant Manager

WSU Vancouver is a dynamic, growing university campus located in Vancouver near the I-205 & I-5 interchange. Manage 81 seat cafeteria, catering and vending operations. Responsibilities include training, scheduling, ordering, receiving, food preparation and service. Accountable for cost controls, cash handling, procedures and revenue growth. Requires ability to create interesting, marketable and healthful menus.

Qualifications: Associate's degree required. Associate/Bachelor degree in Culinary Arts, Business, Hotel/Restaurant Management or related field preferred. Minimum three years supervisory experience in food service operation to include both preparation, service and training. Minimum two years experience in being held accountable for profit/loss of operation. Minimum one year of experience in catering operation management. Food handler's permit required. Prefer computer experience with word processing/spreadsheet software.

Work is primarily weekdays, day shift. Occasional nights and weekend work required, overtime eligible. Outstanding state benefit package currently includes 10 paid holidays, 22 paid vacations days per year, health & dental insurance, retirement and tuition discount. Salary \$25,000-28,000.

Send resume, letter of application and 3 professional references to Lynn McCloff, WSUV, 14204 NE Salmon Creek Avenue, Vancouver WA 98686. To be considered, applications must be received by December 29, 1997. WSU is an equal opportunity/affirmative action educator and employer. Members of ethnic minorities, Vietnam or disabled veterans and persons of disability are encouraged to apply.

Washington County

Engineering Project Manager
(Pending Board of Commissioners' Approval)
\$3,908 - \$4,750/mo
Closes January 2, 1998

Occupancy Specialist
(Bilingual and non-bilingual - 1 current bilingual vacancy)
\$2,271 - \$2,759/mo
Closes December 19, 1997

Shelter Technician 1
(Part-time 30 hrs/wk including evenings & weekends)
\$10.49 - \$12.75/hr
Closes December 19, 1997

Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental application forms required.

Apply To:
Washington County Human Resources Division
155 N. First Avenue, Suite 210
Hillsboro, OR 97124

Women, minorities, and people with disabilities are encouraged to apply.

Job Opportunity: City of Portland

New Job Listings

TECH I, CUSTOMER SUPPORT: \$2,272 to \$3,044.
Tentative Closing Date: **FRIDAY, DECEMBER 12, 1997**

DATA PROCESSING OPERATIONS TECH (BES): \$15.63 to \$19.66
Tentative Closing Date: **MONDAY, DECEMBER 15, 1997.**

ASSIST. PROGRAM SPECIALIST, COMMUNITY PROGRAMS: \$3,240 to \$4,141.

MIS SUPPORT ANALYSTS: 1. SCO Unix & Windows NT and/or 2. Visual FoxPro (Bureau of Emergency Communications): \$3,240 to 4,141.
Tentative Closing Date: **MONDAY, DECEMBER 15, 1997.**

Open Continuous:

Secretarial Clerk I: \$20,280 at entry to \$24,294 after 1 year.
Secretarial Clerk II: \$21,611 at entry to \$26,166 after 1 year.
Clerical Specialist: \$1,856 monthly to \$2,590 after 3 years.

For other job listings call (503) 823-4573.

TDD (503) 823-3520. Submit completed applications to City Personnel 1400 SW 5th Ave., 10th Fl., Portland, OR 97204. **SOME** applications are also available by **Tuesday NOON** at PCC Cascade Skill Center, NE Workforce Center and NE One Stop Career Center, (NE MLK, Jr. Blvd), and SE Works, (69th & Foster).

The City of Portland is an AA/EEO employer.

Special Services Positions Available in new after-school, structured, day-reporting program operating in NE Portland and serving gang-affected and high risk, pre-adjudicated and probation youth referred by juvenile court.

Program Supervisor position will assist in development, implementation & supervision of program. Requires 2 years exp working with high-risk youth; personal transportation and driving record permitting coverage under corporate policy.

Skills Trainer/Trackers position will provide milieu supervision & facilitate skill groups and recreational activities. Requires exp working with high-risk youth, personal transportation allowing for transport of clients, personal auto liability insurance & driving records permitting coverage under corporate auto policy.

Obtain required application at **Janus Youth Programs**, 738 NE Davis, Portland. Positions close 12/15/97 at 5:00 p.m.

We value diversity. EEO

FM 95.5 has 3 Account Executive/Marketing positions open. Minimum of 2-3 years experience required. Send resumes to Randy Hudson, Local Sales Manager 0234 S.W. Bancroft St., Portland, OR 97201
No phone calls, Equal Opportunity Employer.

Part-Time Radio Station File Clerk/Secretarial: 20 hours per week. Proficient in Microsoft Word. Send resume/references to Business Manager - Entercom/Radio - 4614 SW Kelly, Portland, OR 97201 - Equal Opportunity Employer.

SUB-BIDS & MATERIAL QUOTES REQUESTED

YEON BLDG. CHILLER REPLACEMENT
Mult. County Bid #B910-36-3137
Bid Date: 12/23/97 Bid Time: 2:00 PM
HYDRO-TEMP MECHANICAL, INC.

(503)230-9359 FAX (503) 230-9363
4246 SE Belmont Portland, OR 97215
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 electrical, structural steel, drywall/sheetrock and insulation work.

Banking Lending

Excellent Career Opportunities

Come work for Washington Mutual! Currently we have 4 openings in our Appraisal Department.

We have a variety of career opportunities, offer a professional environment and excellent benefits.

Appraisal Coordinator

We have 2 Appraisal Coord positions: 1 in Lake Oswego & 1 in the Eugene. Incumbent will track & process appraisal service requests, ascertain collateral approval through analysis of appraisal reports for compliance and will coordinate activities related to receipt of completed appraisal products. Req.: 2+ yrs exp. in residential loan environment, good oral & written communication skills, exc. customer service skills, knowledge of policies & procedures relating to residential loan and appraisal process. Salary \$1692-\$2257 DOE.

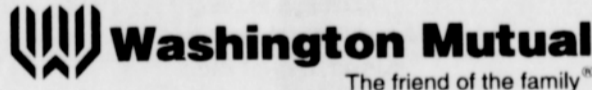
Staff Appraiser

We have a Staff Appraiser position open in our Vancouver Appraisal Dept. Duties: appraise & inspect 1-4 family residential properties & conduct evaluations and estimate market value. Requires: 1+ yrs appraisal exp. knowledge of USPAP, governmental regulatory requirements, residential lending procedures/policies and completion of the following classes: Standards of Professional Practice and Introduction of appraisal (approved by the State Dept. of Licensing), must be working toward appraisal state license.

Sr. Staff Appraiser

Appraises 1-4 family residential properties \$ estimate the market value. Also performs other appraisal related functions as requested. Regs. 4+ yrs. appraisal exp. with local area knowledge; thorough knowledge of USPAP & governmental regulatory regs; some knowledge of residential lending procedures; state certification as a Real Estate appraiser. Salary: \$3170-\$4227 DOE

Applications are available at all bank branches and we are having a Career Fair in Portland at the Shilo Inn on Airport Way Dec. 9 from 10 am - 4 pm. Either stop by or mail application to:



851 SW 6th Ave. Suite 230
Portland, OR 97204

For a complete listing of current openings, call 1-800-952-0787.

EOE

Retail

Let Us Change Your Life!!

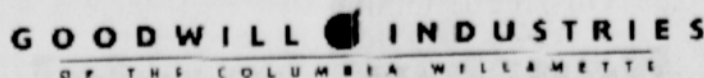
If you've never thought about Goodwill as your next employer, you owe it to yourself to check us out. Goodwill Industries of the Columbia Willamette is widely recognized as the most successful Goodwill in North America -- and a great place to work!

We have immediate openings at our **West Burnside Store** for production and cashiering positions. Previous production or cashier experience helpful, but not necessary -- we train!!

We offer:

- **Competitive Wages**
- **Advancement Opportunities**
- **Paid Vac/Sick Lv./Holiday**
- **Medical/Dental Insurance**
- **Retirement Plan**
- **Employee Mdse. Discount**

Apply immediately to **West Burnside Goodwill, 2215 W. Burnside, Portland, OR 97210** or call (503) 224-3084 for more information



The business of changing lives™

Equal Opportunity Employer

Janitor

Metro

Providing regional services • Creating livable communities
• **Event Custodian (Oregon Convention Center)** - \$8.57 - \$9.66/hour, 10 part-time positions (Deadline Dec. 15, 1997). Under the direction of the Oregon Convention Center Utility Lead, this position is responsible for final area set-up and event maintenance and follow-up. Assures that rest rooms, lobbies and other public/non-public area are clean, orderly, and properly maintained.
Resumes are not accepted. Required application materials available at: Metro Human Resource Department, 600 NE Grand Avenue; Oregon Convention Center, 777 NE Martin Luther King Jr., Blvd.; the Urban League, 10 N Russell; or the Northeast Workforce Center, 4106 N Vancouver Ave.. If you wish application materials mailed to you, call (503) 797-1570. Web address: <http://www.metro.dst.or.us>
AA/EEO Employer

TRAINING ASSISTANT

3/4 Time- (32 hours per week)

The Eugene Water & Electric board is seeking candidates who have a positive attitude, can effectively communicate and focus on providing top service, excellent quality and effective teamwork.

Education and or training and experience requirements are : A minimum of AB or AS (two-year) degree from community college in Business Management or Communications; Baccalaureate degree preferred but not required with course work in Communications or Business Management, Education or Psychology. One or more years of work experience conducting classroom training in non-technical subjects (secondary school experience can substitute for training experience). Prefer experience in coordinating training classes logistics and scheduling, also some exposure to basic information on designing class activities. Requires some experience in basic facilitation of group or teams and teaching interpersonal communications.

EWEB requires a completed application form for all positions. For information and application packet contact: Eugene Water & Electric Board, P O Box 10148, 500 E 4th Avenue, Eugene OR 97440 Attn: Human Resources or (541) 484-3769 job information line or FAX (541) 334-4608. Or e-mail Brenda. Wasson @eweb.or.us. Visit our web page at www.eweb.org. Position closes on Tuesday, December 23, 1997 5:00 p.m.

EWEB values diversity in the work force and is an equal opportunity employer.

Cabinets

Experienced Workers

32mm system cabinet shop seeking experienced production workers for all positions in the shop. Full time - both day and swing shifts available. Be dependable, flexible, and personable. Work with fun people! Call (503) 335-9279 and leave message.

FINANCE DIRECTOR - Non-profit agency seeking person with strong accounting skills. CPA preferred. Computer literate, experienced in health care billing, cost accounting, budgeting, and contract monitoring. Send resume by 12/12/97 to Carol Chism, CCMH, 6329 NE ML King, Portland, OR 97211



Maintenance Mechanic

Perform routine and preventive maintenance for all warehouse and office equipment, including an extensive conveyor system. Two to four years minimum industrial maintenance experience and one year experience maintaining and repairing conveyors with sort systems preferred. Experience working with PLC's and computerized systems helpful. Must be able to work any shift.
Send resume to: Human Resources, Dept. RVGMM, PO Box 82339, Portland OR 97283, or Fax to: (503) 735-4597. Equal Opportunity Employer.

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

Since 1941, Regence BlueCross BlueShield 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 uninsurable 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:

Medical Claims Analysts

(Job #97-347)

Your primary responsibilities will include examining benefit claims, data-entry and releasing claims for payment. You must have a High School diploma and at least 6 months of claims processing experience. Additionally, ICD-9 and CPT 4 coding experience is required as are PC, data-entry and typing skills.

Customer Services Representative

(Job #97-188)

You will provide accurate and timely information to our customers regarding benefits, contract administration, eligibility, claim payments and denials. You must have at least one year of experience in customer relations (within the last two years) and knowledge of medical and dental terminology. You must have excellent PC, math and communication skills as well as the ability to type 40 words per minute.

Marketing Technician

(Job # 97-334)

Roseburg Office

Regence BlueCross and BlueShield of Oregon, HMO Oregon is currently accepting applications for a Marketing Technician to work in the Roseburg office. The Marketing Technician assists the marketing sales team in all aspects including direct contact with agents and customers, receiving census information on prospective groups, rating quotes for community groups and performing secretarial duties.

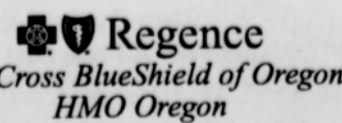
Claims Analysts

(Job # 97-183)

Salem Office

You will analyze and enter claim information into our automated Claims Administration System (CAS) for our Claims Training Department. You must have a High School diploma, or equivalent, and knowledge of medical terminology. One year of experience working in a doctor's office, hospital or other medical facility is preferred. Knowledge of ICD9 and CPT IV coding is preferred.

We offer a competitive salary and comprehensive benefits package. Pre-employment drug screening is required and we support a smoke-free work environment. To apply, please indicate job # at the top of your resume or cover letter and submit to: Regence BlueCross BlueShield of Oregon and Regence HMO Oregon, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TTY # (503) 225-6780. We are strongly committed to equal opportunity in all phases of employment.



For more information about career opportunities, call our Job Information Line: (800) 231-1617 or visit our website at www.bcbso.com

