

CLASSIFIEDS

Executive Assistant

Cascade General Inc., the operator of Portland Shipyard on Swan Island, seeks an independent, high energy professional, eager to take on the challenges of a growing company in a complex environment.

Responsibilities include:

- Providing administrative and clerical support to Executive Vice President and Business Development Director
- Coordinating special functions and travel plans
- Scheduling appointments
- Preparing, sorting and filing of correspondence
- Recording minutes of senior management meetings
- Overseeing customer service and receptionist staff

The ideal candidate will demonstrate:

- Proficiency in Microsoft Word and Excel, preferably in a Mac environment. IBM and database experience a plus.
- Typing proficiency
- Strong written and verbal communication skills
- Poise under pressure while handling multiple tasks and constant interruptions
- Ability to take initiative in an environment of rapid growth and change.
- Systems thinking with ability to balance attention to detail with "big picture" planning

If you meet the above requirements and want to work in a casual, progressive environment, send a resume & cover letter to:

Recruiter, EA
 Cascade General, Inc.
 5555 N. Channel Ave.
 Portland, OR 97217
 Fax: (503) 247-1606
 Email: recruiter@casgen.com

Equal Opportunity Employer & drug free workplace



Washington County

Accounting Assistant I

\$1,818 - \$2,210/mo

Closes January 23, 1998

Residential Counselor

\$2,570 - \$3,123/mo

Closes January 23, 1998

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.

Planner/Scheduler

Rexam Graphics is a multi-billion dollar company with manufacturing and sales worldwide. We are seeking a talented professional to work in our Portland plant, which manufactures inkjet media and other coated paper products primarily for the high tech industry. The position will be responsible for all planning logistics for Bielomatic sheeter, including raw material and supply purchases, coating schedules, sheeter converting schedules, inventory management, and customer service interface. This will be done with close coordination of capacity and resource utilization, forecasting, material strategies, shop floor and systems management.

Requires 2+ years as a planner/scheduler in a manufacturing environment, with a Business degree preferred. Excellent interpersonal skills are required to negotiate and facilitate many functional area. Experience with MRP systems in a manufacturing environment, planning of Bill of Materials, and APICS background is also desired.

We offer competitive compensation and an excellent benefits package. Please send resume including references and salary history to: **Rexam Graphics, Attn: Human Resource Mgr., P.O. Box 3349, Portland, OR 97208-3349. Equal Opportunity Employer.**

REXAM GRAPHICS

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 Newest & Hottest!
 Dateline**

Where singles come to meet!
 1-900-285-9119 Ext 8894
 \$2.99 per min/must be 18yrs

serv-u (619) 645-8434

P/T Van Driver to transport clients in treatment. Must maintain strict confidentiality, meet deadlines, possess valid ODL with clear driving record, and pass criminal background check. Prior transportation experienced desirable. Send resume by 1/19/98: Otis Clark, CCMH, 6329 NE ML King. Portland OR 97211. EOE

Job Openings
 Direct Care Positions available in Troutdale/Gresham.
 Working w/disabled adults. No exp. needed.
 Starting wage \$6.45-\$7.30.

- * Kaiser Benefits
- * Paid Trainings
- * Fun Activities
- * Raises every 6 months.
- * Room for Advancement

Please call 244-1149.

G
Garlington Center Behavioral Healthcare
 (Open job listing as of January 8, 1998)
Bookkeeper needed to process payroll, employee benefits, & GL transaction & related reconciliation's. Experience with Ceridian experience or college level accounting preferred. Ref #FN-BK Salary Range: \$20,200-21,817

Closing Date: January 23, 1998

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 calls please. Contact our **Job Line** at 727-5947 for additional job opportunities.

New Career Opportunity

If you're seeking new career opportunities, you're cordially invited to the American Family Open House At: 5000 S.W. Meddows, RSVP for Date and Time. You'll meet others who have made the career switch to American Family-an insurance industry leader for nearly 70 years. You'll learn how you can:

- * Have unlimited income potential
- * Manage your own business
- * Realize career advancement

For more information, call: 968-5800

AMERICAN FAMILY INSURANCE
 ALL-D HOME BUSINESS HEALTH LIFE

American Family Insurance is an equal opportunity employer.

BE A TROOPER

The Washington State Patrol needs qualified men and women to be troopers. We offer

- Trooper Cadet \$2,607 - \$2,707
- Trooper: \$2,807 - \$3,823 in five years
- Paid academy training and boarding
- All uniforms and equipment
- Life insurance, medical, supplemental retire ment plan, annual vacation, sick leave, tuition reimbursement.
- Statewide assignment opportunity

Requirements: must be at least 21 years of age with high school diploma or GED. U.S. citizen, uncorrected vision not worse than 20/100 (corrected to 20/25) and have no felony convictions.

For more information call
1-800-888-8384

Women and minorities are encouraged to apply. EOE

GREAT HOUSE, GREAT PRICE & GREAT LOCATION

Three bedroom, two baths, vaulted ceilings in living/dining and master bedroom. Large vaulted entry with hardwood & alcoves. Bayed window in living room. On cul-de-sac, brick accent, real wood trim, fenced & wood deck & large private side yard. Built 1990. **\$159,900.** #HDC12836.

Call Debbie (503) 703-5510 or 1-888-288-5432.

The State of Opportunity.

In Oregon, opportunity means great benefits, competitive salaries, and a large variety of careers available statewide. Currently, openings exist in the following agencies:

OREGON DEPARTMENT OF TRANSPORTATION (ODOT)
 Oregon Department of Transportation (ODOT), is known throughout the nation as a progressive government agency and as a leader in team development and performance measures. ODOT is responsible for the coordination of transportation programs between and among all governmental organizations within the state. We have an immediate opportunity for the following positions:

Deputy Director for Communications (Principal Executive/Manager F)
 This is a challenging opportunity to lead an external outreach program that engages and involves citizens, transportation stakeholders, state and federal agencies, local governments, elected officials and opinion leaders as partners in ODOT's activities, projects and initiatives. The position, headquartered in Salem, will manage and coordinate a full range of activities in public affairs and employee communications and governmental relations through a comprehensive communications strategy. The ideal candidate will be a skilled communicator and an experienced leader in public relations, consensus building and community outreach. Management experience in public affairs, governmental relations, journalism and/or marketing with a related Bachelor's degree preferred. Annual salary \$64,000 negotiable plus an excellent benefits package. Announcement #OC078000. Call **Marta Eriksen at (503) 986-3863 to request required application packet.** Completed materials must be received by 5:00 p.m. on January 28, 1998. ODOT is an AA/EEO Employer committed to a diverse work force.

Safety Manager (Program Technician 2)
 Oregon Department of Transportation (ODOT) is a team-oriented, values-based, progressive organization that has an immediate opportunity for an experienced leader as an industrial safety manager in Salem. You will plan and perform occupational safety activities and provide safety technical advice, administer the safety, health and wellness programs. You will create, maintain, evaluate and revise safety programs to include occupational safety training and safety committee activities. Requires Bachelor's degree in Occupational Health, Industrial Engineering or closely related field and a minimum of two years industrial safety program experience which included responsibility for program/project monitoring, coordination and evaluation. Applicants possessing CSP or six years safety program management experience in industrial safety are preferred. Salary \$2,856 to \$3,830 a month plus excellent benefits. Announcement #OC078050. Contact **ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by February 2, 1998.

For other ODOT opportunities call our Recruitment JOBLINE at (503) 986-3847.

OREGON BUREAU OF LABOR AND INDUSTRIES
Program Representative 2 (Technical Assistance Coordinator)
 The Oregon Bureau of Labor and Industries is currently recruiting for a Program Representative 2 position located in Portland. Primary duties include providing technical assistance to employers and employees regarding their rights and responsibilities under Oregon civil rights and wage and hour rules and statutes. Research, develop, write and present seminars and programs; research and write for publication materials pertaining to civil rights and wage and hour regulations. Respond to large number and variety of telephone inquiries. Market these programs, materials and services to employers. Occasional in-state travel required. Requires four years of technical or professional level experience analyzing, advising and/or instructing the public concerning specific programs or processes, monitoring a program, or performing participant reviews is required. Salary \$2,683 to \$3,575 monthly. **To receive an application packet, call the Oregon Bureau of Labor and Industries at (503) 731-8612.** Closing date is January 23, 1998.

These are just some of the current openings available with the State of Oregon. For additional information, a copy of the State of Oregon Application Form and more complete announcement listings, call the State Jobline (Oregonian Inside Line) (503) 225-5555 #7777, TTY (503) 378-4672, visit your local Employment Department, or log onto our web site at <http://www.dashr.state.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.

KICK OFF 1998 WITH THE ULTIMATE PART-TIME JOB

UPS IS HIRING!

Rated as the #4 Most Admired Employer in the nation by Fortune Magazine

\$8.50 - 9.50/hour to start

- » opportunities for advancement
- » various part-time shifts available
- » must be 18 years or older
- » full benefits for employees & dependents

DROP BY . . .
THE NORTHEAST WORKFORCE CENTER, INC.
 4106 North Vancouver Ave, Portland
 8 a.m. - 3 p.m.
 Monday through Friday

For more information, please call the Workforce Center at 503-288-4370

An Equal Opportunity Employer

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 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.

Claims Analysts
 (Job # 97-222)
 You will analyze and enter claim information into our automated claims processing system. You must have a High School diploma or equivalent. You must be able to demonstrate your attention to detail and ability to perform under pressure while meeting company standards in a team environment. Proficiency with 10-key and typing is a must.

Customer Service Representatives
 (Job #97-237)
 As part of our Customer Service Department, you will provide accurate and timely information to our customers regarding benefits, contract administration, eligibility, claim payments and denials in a professional manner. You must have knowledge of medical terminology, excellent attendance in previous employment, and the ability to prioritize work, type 40 word per minute and work overtime when needed.

IT Auditor
 (Job # 98-230)
 Seattle Office
 You will plan, coordinate, conduct and report on audits of general controls, applications and various technical IT functions. Your duties will include risk assessments, compliance requirements, control deficiencies and audit documentation. You will need a bachelor's degree in Business Administration, Accounting, or Computer Science, as well as four to seven years of IT audit experience (preferably in managed care or insurance industry). A CPA, CIA and/or CISA is required.

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.

Auditor Assistant
 (Job # 97-207)
 In this entry-level position, you will perform desk reviews and field audit procedures on Medicare cost reports. Requires overnight travel on the average of one week per month. A Bachelor's degree in Accounting (or related field) including credits for auditing courses is required. This position also requires good oral and written communication skills. Previous experience in accounting would be helpful.

Programmer Analyst
 (Job # 97-231)
 You will design, develop, test, implement, maintain and document automated systems for our Benefit Services Technical Unit. You must have at least 2 years' programming experience as well as training in system analysis with special emphasis on project management, user relations, data gathering and communication skills. Fluency in Microsoft Windows 95 and Access 2.0, including proficiency with Access Basic, is required.

Member Customer Service Representative
 (Job #268)
 Salem Office
 You will provide accurate and timely information to our customers, brokers, providers, and group administrators regarding benefits, contract administration, eligibility, claim payments and denials. You must have a High School diploma, GED, or equivalent work experience including at least 1 year of customer service experience (within the last 2 years).

Regence BlueCross BlueShield of Oregon HMO Oregon

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