

CLASSIFIED ADVERTISING

Finance Department

Columbia Sportswear Company

Inventory Control Specialist
Inventory Control Specialist needed to manage, monitor, and develop inventory control programs that will ensure Columbia Sportswear's related global information is reliable, accurate and complete. Coordinate related projects and personnel to provide stable systems and inventory infrastructures that support operations on a global scale.

Qualified candidate will possess a Bachelor's Degree or equivalent specializing in business administration and a minimum of 3-5 years experience performing inventory management duties in a mid sized company OR equivalent work experience. Experience in inventory management within a distribution or manufacturing environment preferred. Experience with JD Edwards software a plus.

Please send resume to:
**Columbia Sportswear Company
Human Resources, Dept. ICS,
PO Box 83239 • Portland OR 97283
or Fax to: (503) 735-4597**
Equal Opportunity Employer.

**Portland State University
School of Extended Studies**

Applications are invited for the position of Administrative Coordinator.

Primary Responsibilities:
Provides executive support and is responsible for the coordination of activities of the Dean, Associate Dean, and Assistant Dean, and the administration of the School of Extended Studies.

Qualifications:
Bachelor's degree required. Experience in higher education desirable. For a detailed job description and how to apply, see www.hrc.pdx.edu/uncslsjob.htm or call (503) 725-4875
Portland State University
is an EO/AA institution.

Wanted

Direct Care Workers who want to learn and move up in our company. Work with MR/DD clients and make a difference, pay starting \$7.25-\$8.10. No experience necessary, paid training. Insurance/sick/vacation after 90 days. Call (503) 669-6622.

Vending Business: M&M Mars
50 Locations, \$800-\$1200 solid monthly income.
Cost \$2995. www.vendingroutes.co
1-800-963-6123.

The City of Portland is recruiting for a Maintenance Director. The Maintenance Director is responsible for planning, organizing, directing and controlling the operations of the Bureau of Maintenance and is a member of the Office of Transportation management team. All applicants must have substantial knowledge and skill in the management of large public works construction and maintenance organizations. Current monthly salary range - \$5,949 to \$7,602

Applications can be obtained at the Portland Building Application Center, 1120 SW 5th Avenue, in the NE corner of the lobby. Applications may also be completed via the internet at www.ci.portland.or.us/bhr/jobs. All applications must be received no later than 4:30 PM on July 16, 1999 or postmarked by that date. Please contact me at 823-3515 or amesser@ci.portland.or.us if you have any questions regarding this advertisement.

Lab Assistant

(Entry level position)
Donor testing laboratory is accepting resumes for future openings. Lab Assistants receive & prepare samples for testing, handle record maintenance & customer service. Position requires attention to detail and ability to work in fast pace environment. Training is provided. \$9.35 an hr Plus benefits and shift differential if applicable. Various shifts (both part-time & full-time; days & nights) may become available. Send resume with cover letter to:
American Red Cross, National Testing Laboratory, Dept. E, Human Resources, 12124 NE Ainsworth Circle, Portland, 97220
Fax # 261-7489
Equal Opportunity Employer

Assistant Teacher -

ALT. ED. FTE Math Teacher - Year Bound School Ability to work with strong-willed behavior-challenged students in multi-cultural enviro. Minorities encouraged to apply. Team player/detail oriented/knowledge of multi-disciplinary classroom. Students ages 11-17. Health/Dental/Paid Vac. Mail resume: 3710 N. Mississippi Portland 97227

RN needed for 5 bed home for people with developmental disabilities and medical needs. Submit resume and salary requirements by fax (503) 674-0595 Attn Julie or call (503) 669-6622.

Edgefield Children's Center serves residential and day treatment programs to emotionally and behaviorally disturbed children ages 6-12. Valuing diversity in our workforce. The following positions are available:

Treatment Coordinator
Qualifications include a bachelor's degree in behavioral science, child management skills, counseling skills, treatment planning skills; experience working with emotionally & behaviorally disturbed youth. Position is FT with agency benefits, swing shift.

Child-Care Worker
Prefer an associate degree in mental health or one year experience working with children. Position is FT with agency benefits, graveyard. Contact Susan @ 669-9522 for information on either of these positions.

Account Executive
Expanding National Wholesale Mortgage Lender seeks Account Executive for Portland surrounding areas. Wholesale mortgage and sales experience preferred. Excellent compensation and benefit plans.

Please send resume with salary requirements to:
**HR Dept., Washtenaw Mortgage Co.
315 E. Eisenhower, Ste. 12
Ann Arbor, MI 48108**
or fax: 734-662-9517
www.washtenawmortgage.com

Project Coordinator (1.0 FTE)
Needed to join a dynamic team of research and evaluation professionals. Individual will fill a key role in a 3-year, federally funded research project evaluating a Criminal Justice Diversion Program for persons with co-occurring mental health and substance abuse disorders. Will coordinate data collection, including supervising interviewers, overseeing intake and follow-up data collection. Master's degree in psychology, social sciences, sociology, social work, public policy, or related field preferred (or bachelor's degree with 3 years relevant experience); background in evaluation and research methods; strong organizational and communication skills; interviewing experience, especially with persons with co-occurring mental health and substance abuse disorders; supervision experience, especially with research projects; willingness to work with community providers and in community settings (jails, mental health clinics, etc.); flexible schedule and willingness to work occasional nights/weekends. Salary \$32,000-\$38,000. Send or fax resume and cover letter, including schedule you are available to work, by Friday, July 9, to Dr. Maureen Rumpitz, Northwest Professional Consortium, 0434 SW Iowa Street, Portland, OR 97201; Fax: 244-2183.

Washington County

Community Health Nurse II
2 POSITIONS
1 Bilingual Spanish/English and 1 Non-bilingual
\$3,131 - \$3,805/mo
Closes July 9, 1999
Nurse Practitioner
2 POSITIONS
1 Full-time and 1 Part-time (Job Share)
\$22.44 - \$27.23/hr

Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental application forms required. Women, minorities, and people with disabilities are encouraged to apply.
Apply to:
**Washington County Human Resources Division
155 N. First Avenue, Suite 320
Hillsboro, OR 97124**

CITY CENTER PARKING Facility Operator

Immediate opening for full and part-time lot attendant with Portland's leading parking Company. We are seeking dependable individuals with a neat appearance and a positive attitude.

- \$7.25 starting wage
- Advancement potential
- Medical, Dental and 401K available

Applicants must have valid drivers license, submit to drug test and background check.
Apply in person between 12:00 and 1:00 PM daily at City Center Parking at 215 SW 6th.

EAP Counselor

CAPE Employee Assistance Program, an Affiliate of Megellan Behavioral Health, is accepting applications for an EAP Counselor position.

This is a full-time position requiring a Master's level degree and clinical license. Duties include provision of short-term therapy to individuals, couples, and families, alcohol and drug assessments, and providing telephone consultation to clients and supervisors. EAP and supervisory experience is desired, but we are willing to train the right person.

Magellan offers competitive salaries, a benefits package including 401K, plus a great working environment. Qualified applicants are invited to send resumes to:

**Magellan Behavioral Health
Attn: Human Resources
921 SW Washington St., Suite 550
Portland, OR 97205**
Fax: (503) 219-6892
E-mail: jharvey@magellanhealth.com

Employment



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

**OREGON DEPARTMENT OF TRANSPORTATION
Program Representative 2**

Special Programs Field Coordinators
Experienced civil rights/affirmative action program coordinators wanted to join ODOT's Office of Civil Rights in the Roseburg and Portland areas. Provide technical assistance and advice to construction project management teams performing contract administration and compliance reviews. Assist in the designing, monitoring, training, evaluating and reporting of Disadvantaged Business Enterprises (DBE) and Emerging Small Businesses (ESB) programs, and On-the-Job Training (OJT) and Equal Employment Opportunity (EEO) compliance requirements, in accordance with federal and state laws. Requires: 4 years' experience analyzing, advising and/or instructing the public concerning programs or processes, monitoring programs or performing participant reviews. Related programs preferred. See announcement for details. Salary \$2,763 - \$3,865/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 10 paid holidays; and full employer-paid retirement contribution. **Announcement #OC0D79275. Contact ODOT Recruitment at (503) 986-4030 (TTY) (503) 986-3854 for the hearing impaired) or visit www.oregonjobs.org for application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is July 14, 1999.

Associate Transportation Engineer

Surveyor
Experience with computerized survey software and electronic surveying equipment and techniques is needed for this current vacancy in Salem. Position will perform statewide field survey work required to obtain photogrammetric control surveys for photogrammetric mapping. Position will establish horizontal and vertical control necessary to produce topographic and digital terrain maps; and establish geodetic control monuments using conventional and Global Positioning Satellite surveying methods. Requires a Bachelor's degree in Civil or Transportation-related Engineering; OR a PE/PLS; OR a EIT/FE; OR a LSIT/RLS. Salary \$2,622 - \$3,752/month + excellent benefits: health insurance; paid vacation and sick leaves; 9 paid holidays; and full employer-paid retirement contribution. **Announcement #OC0D79300. Contact ODOT Recruitment at (503) 986-4030 (TTY) (503) 986-3854 for the hearing impaired) or visit www.oregonjobs.org for application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is July 14, 1999.

Executive Support Specialist 1

Research Key Contact
Excellent organizational, communication and computer skills are highly desired for this current vacancy in Salem. Position will provide confidential administrative support for the Manager of the Research Group. Requires three years of clerical/secretarial experience which included: one year at a full performance-level performing typing, word processing or other generation of documents; and lead work responsibility or coordination of office procedures. Courses or training in Office Occupations or Office Technology may be substituted for up to one year of the clerical/secretarial experience. No substitution will be made for the one year at the full performance-level. Salary \$1,808 - \$2,516/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. **Announcement #OC0D79304. Contact ODOT Recruitment at (503) 986-4030 (TTY) (503) 986-3854 for the hearing impaired) or visit www.oregonjobs.org for application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is July 9, 1999.

Office Specialist 1

Receptionist/Office Support
If you possess top-notch clerical, communication and computer skills, we invite you to consider this opportunity in Salem. You will perform receptionist, secretarial and other support for the Right of Way Section. Requires completion of courses or training in Office Technology; OR one year of general clerical experience which included typing, word processing or other generation of documents; OR an equivalent combination of training and experience. Salary \$1,465 - \$1,983/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. **Announcement #OC0D79302. Contact ODOT Recruitment at (503) 986-4030 (TTY) (503) 986-3854 for the hearing impaired) or visit www.oregonjobs.org for application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is July 13, 1999.

OREGON DEPARTMENT OF ADMINISTRATIVE SERVICES

**Transportation, Purchasing and Print Services Division
Principal Executive Manager B
Mail Distribution Manager**

The Department of Administrative Services, Transportation, Purchasing and Print Services Division, is seeking an experienced Mail Distribution Manager. This position is located at the State's central Publishing and Distribution facility in Salem. The person in this position will manage the mail processing and distribution section at the central facility as well as all satellite sites. To qualify for this position, you must have five years' experience in lead work; supervision, staff/technical, or professional-level work in the field of large-scale mail processing and distribution. This experience must have included participation in the management of a program, section, or unit including one or more of the following areas: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, or d) budget preparation. A Bachelor's degree or courses in a field related to management such as Business or Public Administration may be substituted for up to three years of the required experience. Salary is \$2,717 to \$4,024 a month. **Announcement #LE990591. For a detailed job announcement, contact your local employment office or call (503) 378-4688.** Closing date is July 14, 1999.

Visit Us On The Web! @
<http://www.portlandobserver.net>
or e-mail us at PDXOBSERV.COM

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 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:

Assistant Auditor
(Job #3202)

As the entry level member within the Medicare Reimbursement and Audit Department, you will be responsible for performing desk reviews, field audits, and finalizations in accordance with generally accepted accounting principles (GAAP), federal regulations, and approved Health Care Financing Administration (HCFA) procedures. Duties will include performing assigned audit procedures; preparing necessary work papers to document audit findings; and obtaining knowledge of the providers' accounting systems; and perform audits at providers' facilities. Requires a Bachelor's degree in Accounting. Previous work experience in accounting or health care services is a definite plus. Ability to develop working knowledge of the Medicare cost reporting forms as well as become familiar with generally accepted accounting principles, reimbursement regulations, manuals and other directives issued is necessary.

MSP Subrogation Analyst
(Job #3192)

You will be responsible for the investigation and development of cases involving other group health insurance coverage, as well as making determinations of primary/secondary payer responsibilities under Medicare MSP Guidelines. Duties will include providing technical expertise and outreach to attorneys, insurance companies, employers and beneficiaries; documenting all activities and contacts; and processing claims and adjustments. Requires a High School diploma or GED, and a minimum of 2 years' experience in a business office setting, preferably in a hospital or clinic, or insurance agency. The successful candidate will have prior exposure to public speaking and telephone experience working with assertive and often difficult professionals. Must have strong organizational, communication, and decision making skills, with the ability to meet stringent deadlines, working overtime when needed.

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 number and/or title 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) 225-4780.** 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.bcbsco.com

SHIPPING LEADPERSON

A manufacturer of quality compact tools is seeking a Shipping Leadperson to provide direction to the shipping team on swing shift. The Shipping Leadperson assists in training and evaluating employees; coordinates work assignments; assures the on-time smooth flow of materials, products, and documents; and, ensures that quality standards and shipment delivery schedules are met.

Requires two years shipping exp including: lead or supervisory role; exp with documentation and packaging processes; exp with domestic transportation. International experience preferred. Qualified candidates will have excellent communication skills, problem solving ability, and proactive approach. Must be well organized, detail oriented, with ability to work independently. Work is fast paced with the challenge of meeting daily deadlines while maintaining quality and on-time delivery standards. We offer excellent benefits, competitive wages, and a friendly, professional work environment. Pre-employment drug and alcohol screening is required. Equal opportunity employer. Please send a resume and cover letter to Fax #253-7830 or



Leatherman Tool Group, Inc.
P.O. Box 20595 • Portland, OR 97294-0595

Construction - Remodeling Carpenter

The Neil Kelly Company is the leading design/build firm in the Portland area. We need a finish carpenter for our Home Repair Team who: takes pride in his/her craftsmanship, likes getting things done right, has good communication skills, has strong listening skills, and does beautiful finish work. If you qualify, you can earn union wage with all benefits. We offer you the opportunity to have your personal growth match your effort, to receive recognition for your accomplishments, and to work with people who support your efforts. One of Oregon Business Magazine's 100 Best Companies to Work For. Send resume, vehicle type, and tool list to Julia Spence, Human Resources Manager, Neil Kelly Company, 804 North Alberta St., Portland, OR 97217 or e-mail to: jbspence@neilkelly.com

Government Money

The government, together with the private sector is currently engaged in giving out low interest home loans to 1st time buyers.
For Free Recorded Message
1-888-252-7845-ext. 9221

Retail Merchandiser
Part-Time

Portland & Surrounding Areas

An opportunity exists with the Procter & Gamble Cosmetics Division. The primary job responsibilities include the initial & ongoing resets for the Cover Girl & Max Factor outlets. This is a great opportunity for people re-entering the work force. Prior retail merchandising exp is pref'd.

- Independence & Flexible Work Schedule
- Candidates Must Be Available At Least 3 Full Days Per Week
- Good Hourly Pay, \$9.00 Per Hour
- Drive Your Own Car (we reimburse)
- Valid Driver's License
- Proof of Insurance

Please write/send resume to:
Procter & Gamble

**Cosmetics Division
Attn: Recruiting Specialist
REF #501A, Mail Stop 2B
11050 York Road
Hunt Valley, MD 21030-2098**

Equal Opportunity Employer M/F
NO PHONE CALLS PLEASE!