

# CLASSIFIEDS

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Newly renovated, spacious 1400 square feet, ready to move in. Good investment.

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### ASSISTANT SUPERVISOR GENERAL PHARMACOLOGY

BURROUGHS WELLCOME CO., a producer of high quality pharmaceuticals and having a top reputation for research, has an immediate opening for an individual to supervise general pharmacological studies relating to new drug development.

Requirements are an MS degree in Physiology-Pharmacology or BS degree with graduate level course(s) in Physiology-Pharmacology or equivalent experience-training. A good knowledge of an extensive practical experience (minimum of 6 years) in pharmacological procedures relevant to the areas of responsibility (CMS, analgesia and inflammation) are required. Good supervisory, communications (written and oral) and interpersonal skills are needed. Knowledge of computer science, electronics, statistics, chemistry and biochemistry is highly desirable.

BURROUGHS WELLCOME CO. offers a comprehensive company-paid benefit package and a challenging environment in which to apply your professional capabilities. Qualified individuals should submit curriculum vitae to: Employment Supervisor, Position No. 1366, BURROUGHS WELLCOME CO., 3030 Cornwallis Road, Research Triangle Park, NC 27709.

Qualified Minorities, Female, Veteran and Handicapped Individuals are encouraged to apply



#### INVITATION FOR BIDS

The City of Charlotte will receive bids for RAMBLEWOOD DISTRICT PARK, Project Number 512-81-012 until 3:00 p.m. on the 15th day of September in the fourth floor conference room of the Cameron-Brown Building, 301 South McDowell Street, Charlotte, North Carolina 28204, at which time and place all bids will be publicly opened and read aloud.

Bids are invited upon the several items and quantities of work as follows:

General Contract for the construction of a city park including parking, site utilities, athletic field, game court and other park furnishings and appurtenances.

Contract Documents, including Drawings and Technical Specifications are on file at the office of the City Engineer at 301 South McDowell Street, the local A.G.C. office, and the Dodge Plan Room.

Copies of the Contract Documents may be obtained by paying \$25.00 to the City of Charlotte for each set of documents obtained.

A certified check or bank draft, payable to the order of the City of Charlotte, negotiable U.S. Government bonds (at par value), or a satisfactory Bid Bond executed by the Bidder and an acceptable surety, in an amount equal to five percent (5 percent) of the total bid shall be submitted with each bid.

Attention is called to the fact that not less than the minimum salaries and wages as set forth in the Contract Documents must be paid on this project, and that the contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, or national origin.

Attention is also called to the fact that federal and/or state funds are partially funding this project. Only bidders who are eligible to do work for these agencies shall be eligible to bid on this project.

The City of Charlotte reserves the right to reject any or all bids or to waive any informalities in the bidding.

Bids may be held by the City of Charlotte for a period not to exceed sixty (60) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders, prior to awarding of the Contract.

All Bidders are hereby notified that they must have proper licenses as required by State law at the time of submittal of bids.

Bidders are advised that this contract contains provisions requiring the Contractor to document that sufficient good faith efforts have been made to provide equal opportunity for Minority and Woman Business Enterprises to participate in the subcontracting and material supplier opportunities available under this contract.

A pre-bid conference will be held on September 4, 1986, at 10:00 a.m. in the fourth floor conference room of the Cameron-Brown Building, 301 South McDowell Street, Charlotte, North Carolina, for the purpose of discussion of questions pertaining to the project. Bidders, prospective bidders, and other interested parties are encouraged to attend. An Addendum will be issued subsequent to this meeting for clarification or revision of bid documents as required.

City of Charlotte  
O. Wendell White  
City Manager

### HELP WANTED

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Equal Opportunity  
Employer

**HELP WANTED**  
Experienced Bartenders & Bar Maids Who possibly qualify for management positions. Apply Wed-Fri King & Queen Lounge Nathaniel Black 119 S. Brevard St. 375-3099

**CHILD CARE**  
Lincoln Heights area. Will keep one child anytime in my home. Call 392-1045.

**SECRETARY WANTED**  
Insurance Agent needs a dependable person with good basic secretarial skills. Insurance or sales experience preferred. Send resume to 5143 Eastway Drive, Charlotte, NC 28205.

Registered Day Care Home has several full- or part-time openings for infants to 5 1/2 years. Shamrock, Eastway and Plaza areas. Call Verlene Tucker at 377-2702 for appl.

Need a Tutor? K-6 Improve CAT scores, build learning skills. Hidden Valley section. Fall session Sept. 2 - Nov. 2 - \$10.00 per hr. Enroll now, call 704-597-1423 between the hours of 4 p.m. and 7 p.m. Monday - Friday.

**Roseland Apartments**

TOTAL ELECTRIC Refrigerator & stove furnished. Vinyl flooring. Private entrance. Yearly leases. Conveniently located near schools, churches and transportation.  
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(New color TV, Direct Dial telephones)  
24 HOUR SPORTS-MOVIES Via Satellite  
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**HELP WANTED**  
BPE Janitorial Service now hiring in Westinghouse Blvd. area. Must have transportation. 847-7073.

Dick Gregory's Bahamian Diet for sale (Distributors wanted). Call L. Wall 399-8019

#### INVITATION FOR BIDS

ADVERTISEMENT, BIDS WANTED: Seal proposals will be received by Central Services Division of the City of Charlotte, North Carolina, in the Operations Section of 441 Beaumont Avenue until 10:00 a.m. o'clock on: September 11, 1986, at which time they will be publicly opened and read for the following: Alexander Street Center HVAC and Electrical Improvements.

Proposal forms and specifications may be obtained at the office of the City Central Services Superintendent, 441 Beaumont Avenue, Charlotte, North Carolina 28204. Each proposal must be accompanied by a deposit equal to 5 percent of the gross price bid.

The right is reserved to reject any or all proposals. Plans and specifications will be on file at the office of the Architect, the local AGC office and the Dodge Plan Room. Bidders are advised that this contract contains provisions requiring the contractor to document that sufficient good faith efforts have been made to provide equal opportunities for minority and women business enterprises to participate in the subcontracting and material supplier opportunities available under this contract.

All contractors are hereby notified that they must have proper licenses under the State laws governing their respective trades at the time of submittal of bids.

Attention is called to the fact that not less than the minimum salaries and wages as set forth in the contract documents must be paid on this project, and that the contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, or national origin.

A pre-bid conference will be held on Tuesday, September 4, 1986, at 10:00 a.m. at the Alexander Street Center for the purpose of discussion of questions pertaining to the project. Bidders, prospective bidders, and other interested parties are encouraged to attend. An addendum will be issued subsequent to this meeting for clarification or revision of bid documents as required.

A true copy of this Advertisement was published in The Charlotte Observer and The Charlotte Post on August 20 and August 21, respectively.

#### JOB ANNOUNCEMENT ADMINISTRATIVE ASSISTANT

Pamlico Sound Legal Services is seeking to employ an Administrative Assistant who will work in its New Bern offices. Pamlico Sound Legal Services provides legal advice, counsel, and representation in civil matters to low income residents of Beaufort, Carteret, Craven, Hyde Jones, Martin, Pamlico, Pitt, Tyrrell, and Washington counties.

The Administrative Assistant will be responsible for the preparation and maintenance of all accounting functions pertinent to the daily operations of a legal services program, to include: payroll, budget, fringe benefits, accounts payable-receivable, supervising support staff, recruitment and other duties and responsibilities as assigned or necessary for efficient office operations and client services.

Persons applying for this position should have education and training which include substantial accounting and bookkeeping courses beyond high school. Through education, training or experience, they should have developed skills sufficient to (1) prepare and revise the budget; (2) use data processing for cash disbursements, payroll and general ledger; (3) read and understand financial statements and be able to recommend and/or take corrective action; (4) prepare special financial analyses or reports for management, auditors, grantors, etc.; and, (5) understand and implement fiscal standards, and be able to assume responsibility for the fiscal affairs of the program.

The position will require someone with at least two years of accounting or bookkeeping experience, a good sense of organization and the ability to deal with the public, other administrators, and attorneys.

Salary for the position is in a range of 15,997 - 20,900 depending upon experience and background of the person hired. Pamlico Sound Legal Services has an excellent fringe benefits program and vacation policy. The position is available September 16, 1986. To apply submit a letter stating your interest, resume, and a list of references to:

Willie Dawson  
Executive Director  
Pamlico Sound Legal Services  
P. O. Box 1167  
New Bern, North Carolina 28560

Deadline for receipt of applications is September 15, 1986.

Pamlico Sound Legal Services is an equal opportunity-affirmative action employer. Minorities, women, elderly, and handicapped persons are encouraged to apply.

City of Charlotte  
O. Wendell White  
City Manager

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