

JOB OPENING NOTICE

Position: **DISPATCHER**
Reno District Office

Job Requirements:

- Taking work orders from signatory contractors; checking the database of members on the out of work list & dispatching member(s) that match criteria; assist members with questions and/or requests relating to dispatch, out of work list and membership.

Minimum Requirements:

- Must be a member of OE3 in good standing
- Must presently live in District 11 jurisdiction (i.e. All counties of Nevada EXCEPT Clark, Nye, Esmeralda & Lincoln counties)
- Must have minimum 5 years experience in the industry

Skills required:

- Detail oriented
- Computer proficiency
 - Have good keyboarding skills
 - Windows navigation skills
- Able to multi-task
- Good communicator
- Fast learner; flexible and have a "can do" attitude
- Good customer service skills
- Team player; works well in groups with many different players
- Able to handle a cash drawer
- Meet deadlines

We are an EOE M/V/F/D employer.

Excellent union benefits, i.e. medical insurance and pension.

Please submit completed application to jobs@oe3.org or fax: (510) 748-7401 or mail: OE3; 1620 South Loop Road, Alameda, CA 94502 attn: Human Resources. Completed applications must be **received by 4:00 pm, on Friday, December 21, 2018.**

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