

JOB OPENING NOTICE

Position: **DISPATCHER**
Burlingame 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 01's jurisdiction
- 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
- Prioritize and complete extremely high workload timely (workload season permitting)
- Good communicator
- Able to work with numbers, handle money, take credit card payments and complete and process member forms accurately
- Fast learner; flexible and have a "can do" attitude
- Have the capacity and motivation to master a steep learning curve
- Good customer service skills
- Team player; works well in groups with many different players
- Meet deadlines
- Take direction and follow structured procedures
- Able to handle a cash drawer

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 5:00 pm on Friday, April 26, 2019.**

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