

JOB OPENING NOTICE

Position:

**RECEPTIONIST
Alameda Headquarters
Group 1: \$28.53 per hour**

Job Description:

This position requires answering a multi-line telephone as well as greeting and directing visitors to appropriate personnel. May perform sorting and filing of routine correspondence and other clerical work.

Ideal candidate must use judgement, tact and courtesy in meeting the public. Handles all calls and keeps records of the transactions when necessary. May handle inter-office communications, such as paging and public address system and special projects as needed.

Must have excellent verbal and written communication and organizational skills and proficient in Microsoft Office suite. Familiarity with personnel and their locations is essential.

Excellent union benefits including medical and pension

EEO employer

Pursuant to the OPEIU Local 29 contract, we will first consider applications from current employees, then applications from OPEIU 29 referrals, then from other sources.

Please submit resume and cover letter to twilliams@oe3.org or fax: (510) 748-7436 or mail: OE3, 1620 South Loop Road, Alameda, CA 94502 attn: Human Resources. Submissions must be received by 5:00pm on Friday, September 17, 2021.

TW:jmc

iuoe-3-af1-cio (3)

S:\Private\Human Resources\Job Postings\Receptionist 9_21.doc