

JOB OPENING NOTICE

Position:

**DISPATCHER
Reno District Office**

\$56.83 per hour-(M-F), 40 hours a week

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's jurisdiction
- Must have a minimum of 5 years of experience in the industry

Skills required:

- Detail oriented
- Computer proficiency
 - Have good keyboarding skills
 - Windows navigation skills
- Able to multi-task and work with numbers
- Good communicator
- Fast learner; flexible and have a “can do” attitude
- Ability to master a steep learning curve
- Good customer service skills
- Team player; works well in groups with many different players
- Able to handle a cash drawer, take credit card payments and complete and process member forms accurately
- Meet deadlines, take direction and follow structured procedures

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

Excellent Union benefits including medical and pension.

Interested candidates should submit a cover letter and resume to: jobs@oe3.org. Submissions must be received by 5:00 p.m. on Friday, November 24, 2023.