

# JOB OPENING NOTICE

**Position:**

**DISPATCHER  
Reno District Office**

\$63.07 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; assisting members with questions and/or requests relating to dispatch, the 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 multitask and work with numbers
- Good communicator
- Fast learner; flexible and has 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](mailto:jobs@oe3.org). Submissions must be received by 5:00 p.m. on Thursday, March 12, 2026.**