

VERIZON

POST DATE: 04/29/2015 **RESPOND BY DATE:** 05/05/2015
COMPANY: Verizon Services Corp.
TITLE: ADMINISTRATIVE ASSISTANT **Union:** CWA **Local:** 1109 **Bar-Unit:** CWA PLANT - N4 (MULTI-LOCALS)

JOB OPENING NUMBER 388244 (14 Opening(s)) **DEPARTMENT** DIR-INSTALL & MAINT

LOCATION: 395 Flatbush Ave Ext
Brooklyn, NY 11201

DESCRIPTION: 35 Hours Per Week Shift: Regular

TOP PAY: \$966.00 Full-Time

Administrative Assistants in the NYC DRC perform the following functions: read maintenance trouble reports and installation orders, closeout trouble reports, screen trouble tickets using JBLOG, understand various handling codes, and creates helper tickets. Locates information for troubles within the DRC systems, such as WFA C/DI/DO, TIRKS, VRepair, COA, CoFEE and Ticket Manager. Communicates directly with field personnel, Central Office Technicians, etc. Majority of work time spent using WFA Mainframe screens and functions.

Mgr Name: Gittens,Antoinette

Mgr Phone#: 917/246-5303

TEST REQUIREMENTS: 09030 - Data Entry Skills Rev - Inter

To apply for any of these vacancies, access VZCareers from any computer terminal with access to the intranet (Vz Specific) or internet (About You From Home)

Access VZCareers by logging into the eWeb portal, then select: About You -> Your Info. From Internet - Log into www.verizon.com/aboutyou -> Hover over About You, Your Info-

Employees will also have the option to hear job openings through the Voice Portal by dialing, (866) 4VZ-EWEB (866-489-3932).

You may submit one bid for each vacancy.