

VERIZON

POST DATE: 09/17/2015
COMPANY: Verizon Services Corp.
TITLE: ADMINISTRATIVE ASSISTANT
Union: CWA
Local: 1109
RESPOND BY DATE: 09/23/2015
Bar-Unit: CWA PLANT - N4 (MULTI-LOCALS)

JOB OPENING NUMBER 404624 (55 Opening(s)) **DEPARTMENT** DIR-INSTALL & MAINT

LOCATION: 395 Flatbush Ave Ext
Brooklyn, NY 11201

DESCRIPTION: 35 Hours Per Week Shift: Regular

TOP PAY: \$1104 Full-Time

These Openings are in the Dispatch Resource Center (DRC). Only CWA 1101 Administrative Assistants located in Manhattan may apply for these positions.

Mgr Name: Stancil, Yolanda

Mgr Phone#: 917/246-5100

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.

*****FLASH*****

September 17, 2015

The vacancies for Central Office Technician (COT) and Administrative Assistant (AA) in Brooklyn are Article 8 Special Postings open for bidding from **9/17/15 through 9/23/15**.

These openings are **NOT Specific Posted Vacancies (SPVs)**. Only **Central Office Technicians/TTA-COTs and CWA 1101 Administrative Assistants** located in **Manhattan** may apply for these positions.

PROCESS

- Posted for 6 Business Days (9/17/15 – 9/23/15 5:00 p.m.)
- These COT and AA Special Postings are in accordance with CWA Plant CBA Article 8, they are **not SPVs**.
- These COT and AA positions will be filled by the most senior volunteers in Manhattan. If there are not enough volunteers the remaining positions will be assigned by juniority.
- Time in Title is not required to apply.
- New Time in Title will not be required in the new location.
- NO REFUSAL/NO RETREAT rules apply to these Special Postings.
- **If you apply for these Special Postings and do not withdraw prior to 5:00 p.m. September 23, 2015 you may not refuse.**

