

VERIZON

POST DATE: 3/13/2019

COMPANY:

Verizon New York Inc.

TITLE:

ADMINISTRATIVE ASSISTANT **Union:** CWA

RESPOND BY DATE: 3/26/2019

Local: 1122

Bar-Unit: CWA PLANT - N4 (MULTI-LOCALS)

JOB OPENING NUMBER

510143 (1 Opening(s))

DEPARTMENT

NYNWR OPS Core DRC

LOCATION:

65 Franklin St
Buffalo, NY 14202

DESCRIPTION:

37.50 Hours Per Week

Shift: Regular

TOP PAY: \$1164.50

Full-Time

Shift is

This is for a 37.50/hr work week. This is the National 811 Locate & Mark Center that is 24 x 7 365 days a year. There are scheduled Saturdays and during peak volume times overtime (voluntary and assigned). You will be primarily responsible for reading maps and designating areas that may require dispatching a technician to areas all over territories Verizon covers. There may be some contact with internal departments, technicians and customers. This job may also entail additional training in various other administrative functions directly supporting this department or other departments.

Mgr Name: Miodonski,Jill

Mgr Phone#: 716/398-5759

TEST REQUIREMENTS:

Data Entry Test

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.