

# VERIZON

## Specific Published Vacancy

**NAME:** STAFF001

**POST DATE:** 02/05/2014

**RESPOND BY DATE:** 02/11/2014

**COMPANY:** Verizon Services Corp

**TITLE:** **ADMINISTRATIVE ASSISTANT**

**JOB OPENING NUMBER** 340583 (4 openings)

**Union:** Barg Unit: CWA Pant - N4 (Multi Locals) CBA 164

Local: 1109

**DEPARTMENT** Corporate Technology

**LOCATION:** 395 Flatbush Ave. Ext

Brooklyn, NY 11201

**DESCRIPTION:** 35 hours per week

Shift: Regular

TOP PAY: \$1072.00 Weekly Top Salary

Full-Time

Screening the special services and POTS work using CoA and WFA/DO

Status on maintenance trouble reports and installation order

Completion of installation orders and maintenance trouble reports

Read job information to field technicians

Contact field technicians for updates on dispatched work

Dispatch on Special Services and POTS installations and repairs

Take escalations from the MCO & OCO

Access confirmation

Systems used to perform work:

CoA

WFA/DO

WFA/C

SOP

TIRKS

vRepair

STORC

**ADDITIONAL INFORMATION:**

**TEST REQUIREMENTS:**

Talent Skills Assessment

Data Entry Skills Rev - Inter

Test Preview Link: <http://www.verizon.com/preview>

**MANAGER:** Cathy Cruz

Mgr Phone #: 917-246-5092

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

Access VZCareers by logging into the eWeb portal, then select: About You > Your Info > Create A Job Search.

You may submit one bid for each vacancy.