

SPECIFIC PUBLISHED VACANCY

POST DATE: 04/06/2011

RESPOND BY DATE: 04/12/2011

COMPANY: Verizon New York Inc.

AREA: NASSAU

TITLE: ADMINISTRATIVE ASSISTANT

Union: CWA

Local: 1104

Barg-Unit:

JOB VACANCY NUMBER
2011002160 (2 Opening(s))

DEPARTMENT
MANAGER-NETWORK OPERATIONS

LOCATION: 741 ZECKENDORF BLVD
GARDEN CITY, NY 11530

DESCRIPTION: 35 Hours Per Week Regular Shift
TOP PAY: 1020.5 Full-Time

This is a Special Posting. Only employees in the Administrative Assistant Job Title in Queens, Brooklyn, Bronx, and Staten Island can apply for these positions. See related flash for additional info.
Administrative Assistant in the Special Svc Dispatch Duties include by not limited to Answer phones.
Work off a PC utilizing various databases,
Center is works Tours 24/7 Monday thru Friday - Saturday and Sunday until 5pm, but may be subject to change to a full 24 hour operation in the near future.
Works N days
Works Sundays

TEST REQUIREMENTS: Talent Skills Assessment 2011002160
Data Entry Skills Rev - Inter 2011002160

To apply for any of these vacancies, access VZCareers from any computer terminal with access to the web:
Access VZCareers by logging into the eWeb portal, then select: About You > Your Toolkit > Career & Learning > Associate Job Opportunities > East Associate Jobs or go to <https://pshrp.verizon.com:8208/hrpda89/signon.html>
Employees will also have the option to access VZCareers through the Voice Portal by dialing, (866) 4VZ-EWEB (866-489-3932).

You may submit one bid for each vacancy.