

*****FLASH*****

February 5, 2014

The vacancies for **Administrative Assistant** are Article 8 Special Postings open for bidding from **2/5/14 through 2/11/14**. These Administrative Assistant openings are **NOT Specific Posted Vacancies (SPVs)**. Only **Administrative Assistants** located in **Manhattan/CWA Local 1101** may apply for these positions.

PROCESS FOR SPECIAL POSTINGS

- Posted for 5 Business Days (2/5/14 – 2/11/14 5:00 p.m.)
- Administrative Assistant Special Postings are postings in accordance with CWA Plant CBA Article 8, **not SPVs**.
- These Administrative Assistant positions will be filled by the most senior volunteers from the Administrative Assistant job title in Manhattan/CWA Local 1101. If there are not enough volunteers, Administrative Assistants in Manhattan/CWA Local 1101 will be assigned any remaining positions by inverse seniority.
- 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 a Special Posting and do not withdraw prior to 5:00 p.m. February 11, 2014 you may not refuse.**

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

ADDITIONAL INFORMATION:

Access confirmation

Systems used to perform work:

CoA
WFA/DO
WFA/C
SOP
TIRKS
vRepair
STORC

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.