

VERIZON

Specific Published Vacancy

NAME: STAFF001

POST DATE:

08/27/2014

RESPOND BY DATE:

09/09/2014

COMPANY:

Verizon New York, Inc.

TITLE:

ADMINISTRATIVE ASSISTANT

JOB OPENING NUMBER

363226 (2 openings)

Union:

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

Local: 1118

DEPARTMENT

NYNWR OPS Core I&M Upstate Wes

LOCATION:

158 State St.

Albany, NY 12207

DESCRIPTION:

37.5 hours per week

Shift: Regular

TOP PAY: \$1076.00 Weekly Top Salary

Full-Time

ADDITIONAL INFORMATION:

Tours: 8:00 AM-4:30 PM (may vary), Weekends and N-Days
Position will require use ofMS Suite (Excel, Word, PowerPoint, Outlook), WFA/DO;
Vrepair, Vforce, Work Manager/Dexter, iVAPP, iGO, NORM, Advanced Excel &
database use, analyzing and reporting data, customer contact required.

TEST REQUIREMENTS:

Talent Skills Assessment

Data Entry Skills Rev - Inter

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

Brigitt LaVigne

Mgr Phone #: 518-426-4584

MANAGER:

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.