

**\*\*\*\*\*FLASH\*\*\*\*\***

July 20, 2016

The vacancy for Administrative Assistant in Queens is an Article 8 Special Posting open for bidding from **7/20/16 through 7/26/16**. This opening is **NOT** a **Specific Posted Vacancy (SPV)**. Only **Administrative Assistants (AA)** located in **Brooklyn** may apply for this position.

**PROCESS for SPECIAL POSTING**

- Posted for 5 Business Days (7/20/16 – 7/26/16 5:00 p.m.)
- This AA Special Posting is in accordance with CWA Plant CBA Article 8, **it is not an SPV.**
- This AA position will be filled by the most senior volunteer from the AA job title in Brooklyn.
- 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 this Special Posting and do not withdraw prior to 5:00 p.m., July 26, 2016 you may not refuse.**

# VERIZON

**POST DATE:** 07/20/2016 **RESPOND BY DATE:** 07/26/2016  
**COMPANY:** Verizon New York Inc.  
**TITLE:** ADMINISTRATIVE ASSISTANT **Union:** CWA **Local:** 1106 **Bar-Unit:** CWA PLANT - N4 (MULTI-LOCALS)

**JOB OPENING NUMBER:** 432259 ( 1 Opening(s) ) **DEPARTMENT:** NYSER OPS I&M Bronx/Brooklyn I

**LOCATION:** 19-19 46Th St  
Astoria, NY 11105

**DESCRIPTION:** 35 Hours Per Week Shift: Regular

**TOP PAY: \$1417.50** Full-Time

This is a special posting only Administrative Assistants (AA) located in Brooklyn may apply for this position.

**Mgr Name:** Arroyo,Frances C

**Mgr Phone#:** 718/460-3118

**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](http://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.