

*****FLASH*****

October 16, 2013

The vacancy for Senior Administrative Assistant is an Article 8 Special Posting open for bidding from **10/16/13 through 10/22/13**. This Senior Administrative Assistant opening is **NOT** a **Specific Posted Vacancy (SPV)**. Only **Senior Administrative Assistants** located in **Manhattan, Brooklyn, and Bronx** may apply for this position.

PROCESS

- Posted for 5 Business Days (10/16/13 – 10/22/13 5:00 p.m.)
- This Senior Administrative Assistant Special Posting is posted in accordance with CWA Plant CBA Article 8. **It is not an SPV.**
- The Senior Administrative Assistant position will be filled by the senior qualified volunteer from the Senior Administrative Assistant job title in Manhattan, Brooklyn, and Bronx.
- 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. October 22, 2013 you may not refuse.**

VERIZON

Specific Published Vacancy

NAME: STAFF001

POST DATE:

10/16/2013

RESPOND BY DATE:

10/22/2013

COMPANY:

Verizon New York Inc.

TITLE:

SR ADMINISTRATIVE ASSISTANT

JOB OPENING NUMBER

328998 (1 Opening)

Union:

Barg Unit: CWA 1105

Local: 1105

DEPARTMENT

Pension & Benefits

LOCATION:

500 Summit Lake Drive

Valhalla, NY 10595

DESCRIPTION:

35 hours per week

Shift: Regular

TOP PAY: \$1109.50/week

Full-Time

TEST REQUIREMENTS:

Talent Skills Assessment

Data Entry Skills Rev - Inter

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

JOB DUTIES:

The Verizon Benefits Funding Payment Center (VzBFPC) within the Treasury – Pension & Benefits organization has the responsibility to process employee benefits and related administration expense invoices for payment in a timely and accurate manner. We currently process approximately \$4 billion of benefits and related administrative invoices for the entire Corporation (VzC/VzB/VzW).

Associate duties include printing vendor invoices from central mailbox; transferring of invoice information into standardized Excel templates; data entry - keying/uploading of invoices into Verizon Benefits Information System (VBIS), modifying and correcting invoices rejected by approver; filing/archiving, date stamping and logging, reconciling and copying/scanning/faxing.

There must always be at least one Manager (Approver) and one Associate (Keyer) in the office at any given time to meet separation of duties requirements.

Regina Rexon

Mgr Phone#: 914-741-7882

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.

