

*****FLASH*****

November 13, 2013

The vacancy for Administrative Assistant is an Article 8 Special Posting open for bidding from **11/13/13 through 11/19/13**. This Administrative Assistant opening is **NOT a Specific Posted Vacancy (SPV)**. Only **Administrative Assistants** located in **Manhattan & Brooklyn** may apply for this position.

PROCESS

- Posted for 5 Business Days (11/13/13 – 11/19/13 5:00 p.m.)
- This Administrative Assistant Special Posting is posted in accordance with CWA Plant CBA Article 8. **It is not an SPV.**
- The Administrative Assistant position will be filled by the senior qualified volunteer from the Administrative Assistant job title in Manhattan & 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 a Special Posting and do not withdraw prior to 5:00 p.m. November 19, 2013 you may not refuse.**

VERIZON

Specific Published Vacancy

NAME: STAFF001

POST DATE:

11/13/2013

RESPOND BY DATE:

11/19/2013

COMPANY:

Verizon Services Corp

TITLE:

ADMINISTRATIVE ASSISTANT

JOB OPENING NUMBER

331502 (1 Opening)

Union:

Barg Unit: CWA 1105 NY Commercial and HQ

Local: 1105

DEPARTMENT

Consumer & Mass Business Mkts

LOCATION:

395 Flatbush Ave Ext (See Additional Information)

Brooklyn, NY 11201

ADDITIONAL INFORMATION:

This job will be temporarily located at 1625 Forest Ave, Staten Island through January 2014 at which point it will move to its permanent location at 395 Flatbush Ave Ext, Brooklyn, NY
See related SPV-FLASH

DESCRIPTION:

35 hours per week

Shift: Regular

TOP PAY: \$1072.00week

Full-Time

TEST REQUIREMENTS:

Talent Skills Assessment

Data Entry Skills Rev - Inter

MANAGER:

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

Mohammed Rahman

Mgr Phone#: 718/544-0853

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.