



Facilities Support Group (FSG) Coordinator

Plateau is now accepting applications for a Facilities Support Group (FSG) Coordinator for our Clovis, NM Headquarters location.

The FSG Coordinator's duties include scheduling, documenting, and prioritizing installation and repair requests, dispatching locate requests, communicating installation and repair details to customers and technicians, provisioning customer services via a variety of service delivery systems, coordinating with other departments, maintaining logs and spreadsheets, and monitoring system alarms. Minimum requirements to apply include: superior organizational skills and attention to detail, at least one year of telephone-based customer service experience, proficient computer/keyboarding skills, and a working knowledge of Windows and MS Office applications. The ability to work well individually and in a team environment, manage different work activities and quickly shift attention from one task to another, handle a large volume of calls professionally and courteously, and ensure timely and accurate completion of work is required.

The normal schedule for this position will be 8 am – 5 pm Monday through Friday but the ability to work a flexible schedule with some callout and overtime hours is required.

This position is eligible for a variety of exceptional benefits, including 100% company-paid medical, dental, vision and prescription insurance, 100% company-paid annuity pension plan, 401k, generous paid time off and paid holidays.

Apply online at <http://www.plateautel.com/company/careers/> .This is an immediate opening – apply today! Applications will be accepted until position is filled.

Plateau is an Equal Opportunity Provider and Employer and a Drug/Alcohol-free Workplace.

View our website at <http://www.plateautel.com/company/careers/> for a complete listing of all current job openings.