



Facilities Support Group (FSG) Coordinator
Clovis, NM

Plateau is now accepting applications for a Facilities Support Group (FSG) Coordinator position in Clovis, NM.

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 and maintaining logs and spreadsheets. 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/careers/>. This is an immediate opening – apply today! Applications will be accepted until the position is filled.

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