



NOTICE OF JOB OPENING

Information Services (IS) Coordinator **Clovis, NM**

Plateau is now accepting applications for a full-time IS Coordinator for our Clovis, NM headquarters location.

Primary responsibilities for this position include tracking progress on IT-related projects, creating quotes for customers, and compiling reports for review by management. The IS Coordinator may also assist with incoming requests by helping with basic troubleshooting, creating trouble tickets, and submitting service orders as needed. This position will also work closely with department personnel and others to ensure deadlines are met and department processes are practical and efficient.

Minimum requirements to apply include the ability to provide excellent customer service, the ability to work well with coworkers both inside and outside of the Information Services department, fantastic organization and communication skills, proficiency using Microsoft Word and Excel, exceptional attention to detail, and the ability to work both independently as well as part of a team environment. This position requires long periods of semi-confined sitting at a computer workstation. The primary shift for this position is 8 a.m. to 5 p.m., Monday through Friday, but some flexible scheduling may be required to meet deadlines and workload requirements.

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 position is filled.

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

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