



South Central COMMUNICATIONS

Immediate job opening for: Records Clerk

Responsibilities will include working with Network Engineers to ensure records are correct, work orders are open and closed. Help maintain databases, will be responsible to track special circuit installations, verify connects, disconnects and special circuit documentation is complete. Collect data and submit reports to FCC. Must be proficient with MS Excel, Word and Visio. Must have additional basic computer skills. Must be able to read and comprehend detailed instructions. Must be a team player with a willingness and aptitude to learn the required job skills. Technical understanding and aptitude is a plus. Excellent benefits and competitive compensation based on experience.

Submit resume to: South Central Communications
PO Box 555
Escalante, UT 84726
Attn: HR
or email HR@socen.com