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Send resume to:

hr@itezz.com

Service Writer

Description

- Conducting site surveys to gather pertinent information – barcodes, phone numbers, switch/card/port
- Reserving/ordering Phones for installations
- Creating spreadsheets/ CSV files that contain information for Central Office to program the devices
- Utilizing CMS for switch/card/port information
- Utilizing WireIT for Len Numbers & updating E911 information
- Writing WO's that contain Disco/Install line items for Central Office personnel
- Creating DEF sheets within SupportIT
- Providing floor prints for installer
- Creating cut-sheets for Central Office/Installer

Requirements

Minimum education and experience level: High school/GED and seven (7) years of experience

Required Skills

N/A

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