

ENGINEERING RECORDS CLERK

Job Code: FTC-17-BUDE

Date: 3/22/2022

Location: Bude, MS

Company: Franklin Telephone Company, Inc.

Job Duties/Responsibilities:

Primary responsibilities will include, but will not be limited to, a variety of tasks including designing and maintaining engineering copper and fiber plant records. Candidate may also assist in other communication duties as needed including, but not limited to, installing software and maintaining database systems. Candidate will need to be able to work with printers, scanners, and use organized file management. Candidate must possess strong computer skills and be able to multitask. Candidate must have knowledge of telephone and fiber optic networks. Candidate must be able to accomplish assigned tasks with minimum supervision.

Minimum Requirements:

High School Diploma required. Associate Degree in related field preferred. Experience with AutoCAD preferred. Must be willing to learn and adjust in a fast-paced environment. Must be able to work indoors for extended periods of time. Must be able to adapt and perform in a rapidly changing technical environment. Must be able to travel overnight within and outside of regular work area upon request of supervisor or manager. Must have a valid driver's license and be insurable.

Please submit resume detailing education, experience and 2 business references to hrjobs@telapexinc.com for receipt by April 12, 2022. Smoke free environment. EOE.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, or national origin. On request, reasonable accommodations will be made for qualified individuals with disabilities. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.