

SkyLine/SkyBest

Seeking applications for a Plant Assignment Coordinator, West Jefferson location

This position requires administering and maintaining the plant records for the entire service area of the company. Assignment of ports for and provision FTTP, broadband and video services. Conducts final review of service orders before being transferred for final commitment into billing. Receives, processes, and completes plant service orders for all service areas, is a member of the internal support services ACD queue, assists technicians with outside plant, equipment, service order and trouble tickets, participates in a Saturday and Holiday rotation for Internal Support Services, assigns essential plant and central office data to new service orders, reviews and updates changes in plant, post work completed by technicians in the field, assists Repair with overflow calls in the ACD queue, and much more. Attention to detail, computer experience and knowledge of spreadsheets is a must. Two-year degree is preferred; however, the equivalency in work experience may be considered.

Full-time Position with benefits and Saturday/Holiday Rotation

Please apply online by 5 pm, September 17, 2025 www.skybest.com/jobs