

# C-38175 Transportation Clerk B

**Description:**

**Pay group: 15**

**Location: Syracuse**

**Supervisor: Brian Schiavone**

**Unposting Date: 11/08/2022**

**About the Position:**

Under general supervision to dispatch transportation units, field equipment and work orders to field workers, and to do responsible and varied office work and typing necessary for final preparation of forms, reports and records; may be required to operate Company vehicles

**Job Qualifications:**

- Must have satisfactorily completed two (2) years' service as a Transportation Clerk A;
- Knowledge of applicable accounting procedures;
- Ability to handle contacts with other departments in connection with job duties;
- Ability to type;
- Demonstrate familiarity and ability in the use of terminals and associated office data input equipment.

**Only bids received on or before the above close date will be given consideration. Email bids to [RecruitingNY@nationalgrid.com](mailto:RecruitingNY@nationalgrid.com) or fax bids to (315)401-7890.**

**Bidders seeking to be considered for posted positions have the responsibility to fully set forth their qualifications on the job vacancy bid form. Candidates will be considered based on their seniority and the information provided on, or attached to, the bid form. Candidates who choose to submit incomplete forms may be deemed unqualified or ineligible for the posted position.**

Requisition ID 38175 - Posted 11/02/2022 - (Syracuse Erie Blvd 5210) - New York Jurisdiction - United States - New York - Administration