

Executive Administrative Assistant 1
State of Tennessee
Department of Human Resources

The mission of the Tennessee Department of Human Resources (DOHR) is to provide strategic human resources leadership and partner with customers for innovative solutions. DOHR is seeking to fill the position of Executive Administrative Assistant 1. This position is stationed in Nashville in the Division of HR Operations under the Assistant Commissioner

Responsibilities

- Serve as Executive Assistant to the Assistant Commissioner and Chief Operating Officer.
- Coordinate meetings and appointments; prepare agendas and schedule travel plans for internal and off-site meetings as requested.
- Develop moderately complex spreadsheets typically requiring the creation of basic formulas
- Prepare correspondence, presentations and reports with minimal guidance using word processing and graphics software.
- Take notes at department or committee meetings; transcribe notes and distribute to meeting participants.
- Assist with Human Resources related tasks including employee transactions, payroll, performance management and benefit administration.
- Coordinate travel arrangements including airline and hotel reservations, ground transportation arrangements, meeting arrangements, and expense reports
- Handle sensitive and critical information confidentially ensuring that it is not shared beyond its intended audience.
- Greet visitors, answer and direct phone calls, sort mail, order supplies
- Participate on projects or teams as assigned.

Skills and Knowledge Required

- Demonstrated ability to work in a team setting
- Excellent verbal and written communication skills
- Meticulous attention to detail
- Upbeat, positive, outgoing, personable and able to relate well with diverse populations and age groups
- Thorough working knowledge of Microsoft Office suite of products
- Professional attitude and considerable tact, persuasion and judgment in interactions with internal and external constituents
- Ability to deal with ambiguity and willingness to get the job done – no matter what the obstacle.
- Willingness to rapidly learn new skills when the situation demands it
- Ability to take initiative, multi-task and work well under pressure
- Resourceful and resilient. Comfortable operating in a fast paced business environment

Education and Experience:

- Bachelor's degree in a business related field, preferred.
- 3-5 years of related experience of executive level support, is required.
- Must be proficient in Microsoft Office and basic office equipment such as a computer, printer, fax machine, adding machine, copier, and scanner.
- Highly-developed interpersonal skills with the capacity to cooperate and build constructive relationships at all levels of interaction, both internal and external.

All interested candidates should submit a resume to:

Allie Thompson | Administrative Services Assistant 4
HR Operations
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