

**Tennessee Department of Human Services
Appeals and Hearings
Executive Administrative Assistant 1
Nashville, Tennessee**

The Tennessee Department of Human Services is currently seeking experienced candidates to provide leadership support to a top level executive within the department. The Executive Administrative Assistant 1 (EAA1) provides high-level administrative support to the Assistant Commissioner of Appeals and Hearings.

The Executive Administrative Assistant enhances the Assistant Commissioner's effectiveness by providing day to day office support through many administrative & clerical duties. Plans, coordinates and ensures the Assistant Commissioner's schedule is maintained by managing an extremely active calendar of appointments. The EAA1 provides a bridge for smooth communication between the Assistant Commissioner's office, A&H staff and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff and direct reports. The EAA1 schedules meetings, makes travel arrangements as needed; reviews all mail, keeps a log of incoming and outgoing correspondence, screens calls and responds to questions. The EAA1 prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures. The EAA1 must have the ability to work independently on projects from conception to completion and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The Executive Administrative Assistant must be a very strong communicator, with strong written and oral skills, writing letters, emails, compiling reports, maintaining records, and tracking legislation as needed on behalf of the Assistant Commissioner.

Minimum Qualifications:

- Expert level of written and verbal communication skills
- Experience/Proficiency in Microsoft Office, EXCEL, Word, PowerPoint, Outlook
- Two years+ as an Executive Administrative Assistant or equivalent
- Demonstrated ability to achieve high performance goals and meet deadlines in fast paced environment
- Two year degree in related course of study

Preferred:

- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Support experience in a human service program or government agency
- Bachelor's degree from an accredited college or university

Location: Downtown Nashville
Salary commensurate with experience

Eligible applicants may send resumes to Gennie.Franklin@tn.gov for consideration by Friday, September 4, 2015.