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| Job Title: | Administrative Services Assistant | Job Category: |  |
| Department/Group: | TDOH-LAB | Job Code/ Req#: | 62554 |
| Location: | On Site **Address** 630 Hart Lane Nashville, Tennessee 37216  | Travel Required: |  |
| Level/Salary Range: | $24/hr on C2C | Position Type: | Contract |
| Duration | 04/01/2024 - 06/30/2024 | Date Posted: | 04/11/2024 |
| Expenses Allowed | Yes | Posting Expires: | 05/31/2024 |
| **Quantity Requested** | 1 | Send Resumes to | resumes@taurusbiz.com |
| **Schedule:** |
| **Days**Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No **Hours/Day**7.5**Time Zone**CST**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Shifts Start Time End Time Description Active**Shift 1 8:00AM 4:30PM Regular Shift Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Description**Administrative Services Assistant - Invoicing For this position a successful candidate needs to be: Detail Oriented Have strong Excel skills Have strong Microsoft Office skills Excellent time management skills Excellent data entry skills Good communication and customer service skills Good mathematical skills Strong organizational and record keeping skills Critical thinking Ability to multi-task Ability to work independently This position will be learning our invoicing systems and processes here at the Public Health Lab. This is an inoffice position Monday - Friday 8am - 4:30pm with an hour lunch, 37.5 hours/week. **Qualifications**

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| **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** |
| Skills | Others | Correspondence - Email  |  | Proficient (4-6 Years)  | No |
| Skills | Others | Correspondence - General  |  | Proficient (4-6 Years)  | No |
| Skills | Others | Customer Service |  | Proficient (4-6 Years)  | No |
| Skills | Others | Customer Service Skills  |  | Proficient (4-6 Years)  | No |
| Skills | Others | Data Entry |  | Proficient (4-6 Years)  | No |
| Skills | Others | Emailing  |  | Proficient (4-6 Years)  | No |
| Software  | Others | Microsoft Excel  |  | Proficient (4-6 Years)  | No |
| Software  | Others | Microsoft Word |  | Proficient (4-6 Years)  | No |
| Skills | Others | Typing |  | Proficient (4-6 Years)  | No |

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| Reviewed By: | Swathi G | Date: | 04/11/2024 |
| Approved By: | Ram S | Date: | 04/11/2024 |
| Last Updated By: | Swathi G | Date/Time: | 04/11/2024 |