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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 in  office position Monday - Friday 8am - 4:30pm with an hour lunch, 37.5 hours/week.  **Qualifications**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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 |