|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Administrative Services Manager  | Job Category: |  |
| Department/Group: | TN DOH  | Job Code/ Req#: | 62652 |
| Location: | Hybrid **Address** 7th Floor Andrew Johnson Tower Nashville, Tennessee 37243  | Travel Required: |  |
| Level/Salary Range: | $44/hr on C2C | Position Type: | Contract |
| Duration | 05/28/2024 - 08/30/2025  | Date Posted: | 04/29/2024 |
| Expenses Allowed | Yes | Posting Expires: | 05/10/2024 |
| **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 4:30AM Regular Shift Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Description**73165 Job Code The Tennessee Department of Health, Division of Family Health and Wellness, Early Childhood Initiatives section is hiring an Administrative Services Manager in Nashville, Tennessee. This short-term contract position will be responsible for all aspects of planning the annual Evidence Based Home Visiting Summit, including but not limited to: • Identifying suitable vendors and negotiating contracts. • Securing a location large enough to accommodate approximately 400 attendees. • Inviting and coordinating with speakers and presenters. • Managing all logistical arrangements, such as catering, AV equipment, and signage. • Handling all financial transactions, including invoices and budget management. In-state, Tennessee residents preferred. Travel to prospective summit hosting locations is anticipated and will be covered by expense claims. Travel to Nashville on a quarterly basis for division meetings is required, and not eligible for reimbursement. **Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Category** | **Qualification**  | **Description** | **Competency** | **Required** |
| Software | Others | Adobe Acrobat  |  | Proficient (4-6 Years) | No |
| 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 | Emailing  |  | Proficient (4-6 Years) | No |
| Software | Others | Internet  |  | Advanced (7-9 Years)  | No |
| Software | Others | Microsoft Word  |  | Proficient (4-6 Years) | No |
| Skills | Others | Scheduling |  | Proficient (4-6 Years) | No |
| Skills | Others | Typing |  | Proficient (4-6 Years) | No |
| Skills | Others | Verbal Communication |  | Proficient (4-6 Years) | No |

 |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed By: | Swathi G | Date: | 04/29/2024 |
| Approved By: | Ram S | Date: | 04/29/2024 |
| Last Updated By: | Swathi G | Date/Time: | 04/29/2024 |