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| 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 | | | | | | |
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| 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 |