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| Job Title: | Administrative Services Assistant | Job Code/ Req#: | 64318 |
| Department/Group: | TN TennCare | Position Type: | Contract |
| Duration : | 05/19/2025 - 12/31/2025 | Date Posted: | 04/29/2025 |
| Expenses Allowed | No | Posting Expires: | 05/01/2025 |
| **Location :** | On Site  **Address**  310 Great Circle Rd. Nashville, Tennessee 37243  Candidate Must Be Local | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $22/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  8  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00AM 4:30PM State of Tennessee Official Standard Office Hours Yes  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Description**  Administration & Talent Management is seeking two (1) Administrative Services Assistant (ASA) contract  resources. The contracted ASA will report directly to the Director of Facilities and be a part of the Facilities team.  This position will be responsible for providing administrative support to the director and other units within  Tenn Care as it relates to the collection and distribution of incoming and outgoing mail, as well as support other  Facilities related activities as needed.  **RESPONSIBILITIES**  • Receive, sort and distribute incoming and outgoing mail/packages for the agency.  • Maintain accurate records of incoming and outgoing mail, including tracking numbers, sender and recipient details, and delivery dates  • Coordinate with mail partners like FedEx, US, and other courier services to ensure timely and accurate delivery and dispatch of mail and packages.  • Utilizing appropriate computer programs (i.e., Microsoft Outlook, Excel, Word, , etc.) to accomplish daily administrative activities.  • Efficiently responding to customer inquiries via phone, email, and/or TEAMS chat, providing accurate information and resolving issues in a timely manner.  • Accurately inputting and updating information from various sources requiring attention to detail, and proficiency  with data entry software, while maintaining data integrity and confidentiality, often including tasks like scanning  documents, verifying data, and managing electronic files.  • Actively participating and engaging in all team meetings.  • Support the distribution of temporary badges for employees and contract resources.  • Travel to near by post office and state buildings to retrieve/drop off mail, badges and hang tags as needed.  **MINIMUM QUALIFICATIONS**  • 1-2 years of experience in administrative and customer service-oriented role  • High school diploma or GED  • Physical ability to lift and carry packages weighing up to 50 lbs.  • Valid TN driver’s license and a clean motor vehicle record (MVR)  • Ability to work individually and as part of a team in a fast-paced environment  • Professional and effective communication skills, verbal and written  • Strong organizational skills, including the ability to prioritize, multi-task, and manage workload to meet specific  timeframes and deadlines  • Ability to foster and maintain satisfactory and harmonious working relationship with the team.  • Comfortable using computers and appropriate programs to accomplish administrative activities.  **JOB LOCATION**  To effectively support facilities and mail room operations activities, this position will report IN-OFFICE daily at the  TennCare building.  **Qualifications :**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** | | Software | Database | Microsoft Access |  | Novice (1-3 Years) | No | | Skills | Others | 10-Key Calculator |  | Novice (1-3 Years) | No | | Skills | Others | Addressing |  | Novice (1-3 Years) | No | | Skills | Others | Basic Bookkeeping |  | Novice (1-3 Years) | No | | Skills | Others | Correspondence - Email |  | Novice (1-3 Years) | No | | Skills | Others | Correspondence - General |  | Novice (1-3 Years) | No | | Skills | Others | Customer Service |  | Novice (1-3 Years) | No | | Skills | Others | Customer Service Skills |  | Novice (1-3 Years) | No | | Skills | Others | Data Entry |  | Novice (1-3 Years) | No | | Skills | Others | Emailing |  | Novice (1-3 Years) | No | | Skills | Others | Filing |  | Novice (1-3 Years) | No | | Software | Others | Microsoft Works |  | Novice (1-3 Years) | No | | Skills | Others | Printing and Copying |  | Novice (1-3 Years) | No | | Skills | Others | Typing |  | Novice (1-3 Years) | No | | | | |
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| **Reviewed By:** | Swathi G | **Date:** | 04/29/2025 |
| **Approved By:** | Ram S | **Date:** | 04/29/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 04/29/2025 |