

OPEN POSITION ANNOUNCEMENT

Administrative Services Assistant 3

State of Tennessee Real Estate and Asset Management

Job Location

WRS Tennessee Tower
312 Rosa L. Parks Ave.
24th Floor
Nashville, TN 37243

For more
information, contact
DGSHR.Services@tn.gov

Job Class:
Executive

www.tn.gov/generalservices/

The Tennessee Department of General Services is seeking applications for an Administrative Services Assistant 3 (ASA3) position in the STREAM Division. The Administrative Assistant will be responsible for administrative support to the Strategic Planning Executive Director within the State of TN Real Estate Asset Management (STREAM) Division. The individual must demonstrate exceptional judgment in handling all inquiries and requests and must provide outstanding work products when given an assignment. The ideal candidate should possess a bachelor's degree and experience supporting senior and/or executive management in an organization.

Primary Responsibilities of Position:

- Supports the Executive Director and Team on a daily basis.
- Maintains the Executive Director's calendar and schedule appointments as needed. Must be able to work under tight deadlines and respond to high pressure situations.
- Plans meetings & conferences, and teleconferences
- Assists preparing action item logs, Agency Overview Documents, reports, proposals and other documents by collecting and analyzing data, formatting, inputting, retrieving, copying or transmitting data.
- Designs PowerPoint presentations and assist in creating materials.
- Handles internal and external phone calls with professionalism and efficiency.
- Drafts letters & documents, must be proficient in Microsoft word & document creation
- Welcomes guests and customers by greeting them in person or on the telephone; answering or directing departmental inquiries.
- Supports Executive Director with special project based work.
- Performs general office duties, such as ordering supplies, maintaining records management database systems and performing basic administrative work.
- Files and retrieves documents, records and reports.
- Opens, sorts and distributes incoming correspondence, including faxes and email.

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Critical Competencies

- Excellent customer service and public relations skills
- Excellent verbal and written communication skills
- Good listener
- Excellent organizational skills
- Detail oriented, highlighting personal ownership of quality work
- Ability to work with highly confidential matters
- Highly proficient in MS Office Suite including Outlook Scheduling
- Highly flexible
- Highly proficient in time management and multi-tasking
- Exceptional judgment and decision-making abilities
- Teamwork/Interpersonal skills
- Proficiency with iPad and iPad Application functions