

JOB OPENING

Administrative Assistant

Northwest Tennessee Human Resource Agency has a full time opening for an Administrative Assistant for the Public Transportation Program.

Applicant must have effective communication skills, oral and written, be able to multi-task, and detail oriented.

Have an understanding of accounting principles and detailed knowledge of Excel.

Bachelor's degree from an accredited college or university. College requirements may be waived with 6 years of relevant experience. Must be willing to submit to a pre-employment drug test and background check.

Pursuant to a declared policy of non-discrimination, Nwthra does not discriminate on the basis of race, sex, religion, national or ethnic origin, age, disability of military service.

If interested please submit a resume and references by 4:30 p.m. May 15, 2019 to Janet Moore at janet.moore@nwthratrans.org.