

# NORTHWEST TENNESSEE HUMAN RESOURCE AGENCY

Has a full time opening for 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 and pre-employment drug test and background check.

**Interested parties should email letter of interest and resume to Emily Payne at [Emily.Payne@nwtd.org](mailto:Emily.Payne@nwtd.org) no later than January 15, 2021 at 10 a.m.**

*Northwest Tennessee Development District and Human Resource Agency does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*