

JOB OPENING

NORTHWEST TENNESSEE HUMAN RESOURCE AGENCY

NUTRITION DEPT. OFFICE MANAGER

Northwest Tennessee Human Resource Agency has a full time opening for an Office Manager position within the Nutrition department. Applicant must have effective communication skills, oral and written, must also have good listening skills. Must have computer knowledge including Microsoft Word and Excel. Office experience is required; Bachelor's degree is preferred.

Interested parties should email letter of interest and resume to Emily Payne at Emily.Payne@nwtd.org no later than April 29, 2022 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.

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