The University of Tennessee County Technical Assistance Service is recruiting for an Administrative Coordinator III in our Nashville office. The Administrative Coordinator will to prepare, produce, and maintain special reports to be used internally and externally for the benefit of the CTAS Agency and its customers. This includes the Tennessee County Tax Statistics and the Tennessee County Department Tax Average reports, as well as to provide assistance to the Executive Director, the Assistant Director, and other CTAS staff with assimilation of information, compilation of data, preparing reports, and editing written materials prepared by other CTAS staff, for both internal and external distribution. This position will also assist the CTAS agency with projects and in preparation of internal administrative reports to other departments and the Institute for Public Service. This position will also work with the CTAS consultants to assist in developing reports, studies, and information requested by consultants and customers. The position must be able to do research and analyze data and transfer it to written materials.

This position requires a Bachelor’s degree. This position requires excellent written and verbal communication skills, organizational skills, and problem solving skills. The ability to relate to a diverse and broad customer base is necessary. A high level of proficiency in the use of Microsoft Office (i.e. Word, Excel, Access and PowerPoint), Outlook, Adobe Acrobat and other relevant software is required. This position must have the ability to work as a part of a team toward a common goal. Must be able to independently handle complaints and resolve problems and initiate and implement tasks with minimal direction. The position requires a valid driver’s license as some state-wide travel will be required.

To apply for this position, you must apply electronically to the link: https://ut.taleo.net/careersection/jobdetail.ftl?job=160000002W&lang=en#.VqKJ-UZv2xE.mailto

Please attach a resume and cover letter.