TN Department of Environment & Conservation

Admin Services Assistant 3
Operational Administrative Services
Grants & Contracts
Annual Salary Range: $34,884 – $55,836

Looking for an opportunity to work with a collaborative diverse team in Tennessee State government? Interested in protecting our environment, public health and water quality? This may be the perfect administrative opportunity for you. The position supports the Department through Grant contract management within our Edison software system and Grants management System (GMS). The Operational Administrative Services team has a position in our Central Office in downtown Nashville, TN working daily in the office, with technical and administrative staff. The ASA 3 works closely with internal customers to ensure grant deadlines and specifications are being met along with our legal division.

The preferred candidate will possess a strong work ethic, is comfortable working with diverse teams, and competent to effectively handle multiple tasks and assignments daily. This position provides administrative support functions requiring a strong knowledge and use of Microsoft Office 365 Word, Excel, and Outlook. To apply for this position: http://www.tn.gov/careers.

Highlighted Responsibilities:

- Review and enter grant contracts within Edison and GMS.
- Run reports on grant contracts to ensure grant language is being met along with reimbursement deadlines.
- Maintain a strong professional relationship with the GMS vendor, SmartSimple, and any other sub-contractors involved.
- Attend routine meetings with grant managers within TDEC for collaboration, training, and general information distribution.
- Develop and maintain system reports to serve as tools for measuring success and gauge any needs for improvements.
- Manage the section's centralized email inbox and SharePoint site as a means for providing up-to-date information and efficient customer service.