

HCFA/ Office of Program Integrity

Administrative Services Assistant 4

Performs administrative duties for HCFA/Office of Program Integrity staff. Must be proficient in Microsoft applications including Outlook, Word, Excel and Power Point. In addition, should be able to provide a variety of professional functions at the central office level.

DUTIES AND RESPONSIBILITIES:

1. Develops spreadsheets, presentations, forms, form letters, database queries, logs and other systems as required to facilitate accurate data gathering, tracking, and dissemination, including TIPS & Referrals
2. Monitor inventory of office supplies and place orders for new supplies as needed
3. Will work closely with investigators to request information from MCOs.
4. Draft business letters and other correspondence based on general outlines of points.
5. Incorporates last minute and unscheduled tasks into current workload; organizes and prioritizes personal workload.
6. Create and edit Excel spreadsheets and PowerPoint presentations
7. Attend and participate in interdepartmental meetings and training sessions.
8. Other duties as assigned.

KNOWLEDGE AND SKILLS: This position requires strong multi-tasking, computer and Internet research skills; flexibility, excellent interpersonal skills, and the ability to work well with all levels of internal and external management and staff is required, as well as strong communication and writing skills. The position requires attention to detail and excellent knowledge of grammar and style. Sensitivity to confidential matters is required. Abilities shown in deductive and inductive reasoning and oral/written expression and comprehension.

EDUCATION AND WORK EXPERIENCE: Graduation from an accredited college or university with a bachelor's degree and 2 or more years of administrative support experience at the executive level OR education equivalent to graduation from a standard high school and 6 or more years of executive level support experience. Must be proficient in Microsoft Office, Microsoft Outlook, and the use of office equipment including printers, scanners, and fax machines.

Qualified applicants interested in applying for this position should send their resume to ronda.mayo@tn.gov. The deadline for submitting resumes is January 15, 2016.

