

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

For more information on this division, please see link below:

[Insert TDOT Division page link](#)



Administrative Services Assistant 4

Location: Nashville, TN

Compensation: Salary Range: \$3,958.00 to \$4,958.00

Overview

The Tennessee Department of Transportation is currently hiring a full-time Administrative Services Assistant 4 (ASA4) professional for our TDOT Central Services Division (Procurement and Facilities Office) located in Davidson County. An ideal candidate for this position will have an outgoing customer-focused disposition with strong computer skills in Microsoft Office Software.

Responsibilities

Managing a small team overseeing the purchasing and procurement for TDOT equipment and fleet, establish and maintain vendor/customer relationships. Prepares and reviews budgets for the agency. Monitors and conducts purchase orders, human resource administration, general administrative duties. Plans programs to meet agency needs, conducts space planning and facility management. May analyze organizational data or policies. This role will have management responsibilities that will require travel to regional and vendor facilities.

Qualifications

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional staff administrative and/or analytic experience.

Skills in personnel and financial resources, time management, administrative tasks, and business acumen.

Knowledge in basic technology, human resources, customer service, and accounting.

Applications must be submitted on-line in order to be considered for the position.

Interested applications should apply on-line at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Questions? E-mail TDOT.Careers@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.