



Tennessee Rehabilitative Initiative in Correction

6185 Cockrill Bend Circle

Nashville, TN 37209

Website:

www.TRICOR.org

Email:

TRICOR.HumanResources@tn.gov

For more information contact
Nikki Turner at 615.741.5705



*All State of Tennessee facilities are smoke free environments.
The State of Tennessee is an equal opportunity, equal access, affirmative action employer.*

Executive Assistant to the Chief Executive Officer

Job Class: Executive Service

Location: Davidson County

TRICOR, a self-supported agency of the State of Tennessee, prepares Offenders for success after release. Our creative workforce solutions create value for Partners, Taxpayers and the Tennessee Economy.

Job Description: TRICOR is seeking an exceptional individual to support TRICOR's Chief Executive Officer (CEO), Board of Directors and Leadership Team. This position is responsible for performing all administrative duties of the CEO office including: organizing, planning and prioritizing work, analyzing and updating data or information, scheduling, documenting information, follow-up to CEO assignments to others, developing metrics to support all work, event planning, travel planning and effective communication.

Responsibilities to the Chief Executive Officer

- Perform top level administrative duties in support of the CEO, including making travel arrangements, scheduling and prioritizing a high volume of meetings and appointments, managing an every-changing business Outlook calendar, and managing complex schedules.
- Assist with meeting the priorities of the CEO and maintaining constant follow-up to ensure CEO receives all responses, reports and materials timely.
- Maintain and update external contacts, proactively understanding who they are and which are priority contacts
- Manage all travel arrangements for the CEO by independently researching options for hotels, flights, and ground transportation and making the necessary reservations; prepare itineraries. When feasible visit site prior to making arrangements.
- Plan, coordinate and facilitate on-site and off-site executive leadership meetings and functions, including researching potential meeting locations, obtaining quotes and proposals, presenting recommendations to CEO and negotiating contracts with the various hotels and vendors. All sites should be visited prior to selection.
- Plan, coordinate and facilitate all semi-annual site visits including travel and hotel accommodations.



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Executive Assistant to the Chief Executive Officer (cont'd)

- Screen multiple requests for meetings with the CEO and utilize sound judgment in managing priorities of request based on importance and urgency.
- With an understanding of business protocols associated with CEOs clients and business associates, effectively interact with senior leaders, Board members and their executive assistants while representing the office of the CEO.
- Prepare and submit CEO expense reports.
- Screen all phone calls to the CEOs office and exercise sound judgment in determining whether to connect the caller to the CEO, take a message, or refer the matter to another contact
- Draft the CEO's correspondence based on a general outline of points, and prepare PowerPoint and other presentations as needed.
- Conserves executive's time by reading, researching and routing correspondence, drafting letters and documents.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting data as well as meeting minutes.
- Review all items submitted for CEO signature for completeness, typos, etc. before submitting to CEO for signature.
- Quarterly meeting with Community Relations and Legislative Liaison to schedule all community events, stakeholder meetings and public speaking opportunities.
- Develop process and use PDEI to chart performance expectations of leadership members through collection of data of each individual prior to monthly meeting with CEO.

Responsibilities to the TRICOR Board of Directors:

- Serves as the liaison for the TRICOR Board of Directors and relative administrative needs.
- Plan, coordinate and facilitate on-site and off-site Board of Director meetings and functions, including researching potential meeting locations, obtaining quotes and proposals, presenting recommendations to CEO and negotiating contracts with the various hotels and vendors. All sites should be visited prior to selection.
- With an understanding of business protocols effective interact with Board members and their executive assistants while representing the office of the CEO.
- Prepare and submit Board of Director expense reports.



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Executive Assistant to the Chief Executive Officer (cont'd)

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting data on behalf of the board.
- Prepare agenda, arrange meeting facilities, and act as recording secretary for all Board of Director and Committee meetings
- Provides all reports required and/or requested by the Board of Directors.
- Liaison with Secretary of State Office and the Governor's Boards and Commission Office, concerning Board appointments, vacancies and requirements.

Responsibilities for the Leadership Team:

- Coordinates appointments with the CEO.
- Reviews all items submitted by the Leadership Team for CEO signature for completeness, typos, etc.
- Maintains a log of items due from Leadership Team Members to the CEO. Performs weekly status updates to the CEO and team.
- Serves as the liaison for the Metro Center facility with building and maintenance management
- Performs other related duties as assigned.

Responsibilities for Stakeholders;

- Maintain and update external contacts, proactively understanding who they are and which are priority contacts.
- Assures CEO calendar includes time to develop the relationships with the organizations' stakeholders.

Education and Experience:

- Bachelor's degree in a business related field, preferred.
- 3-5 years of related experience of executive level support, is required.
- Must be proficient in Microsoft Office and basic office equipment such as a computer, printer, fax machine, adding machine, copier and scanner.
- Highly-developed interpersonal skills with the capacity to cooperate and build constructive relationships at all levels of interaction, both internal and external.

Key Competencies:

Time Management, Excellent Verbal & Written Communications, Customer Focus, Functional /Technical Competency, Record Management, Scheduling, Relationship Management, Results Oriented, Data Tracking, Confidentiality, and Trustworthy.