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.
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### EDUCATION REQUIREMENTS AND QUALIFICATIONS:

**Education and Experience:**
- Bachelor’s degree from an accredited college or university (preferably a degree in Finance/Business Administration).
- Performance motivated.
- Ability to identify critical details and understand their impact.
- Demonstrated team leadership experience within a financial service, credit services or banking back office environment a plus.
- Experience delivering high customer value.
- High energy and the flexibility to adapt to a variety of different situations.
- Ability to manage multiple tasks simultaneously in a fast-paced and high-intensity environment.
- Strong interpersonal and communication skills.
- Demonstrate an ability to train and communicate new operational processes to external and internal customers.
- Ability to identify solutions through data driven assessment tools.
- Great organizational skills.
- Strong mathematical, analytical, research, and written communication skills.
- Proficiency with Microsoft Word and Excel as well as internal database system (Customer Relation Management).

**About The Department of Economic & Community Development:** The Department of Economic & Community Development (ECD) is focused on helping achieve Governor Lee’s goal of making Tennessee the No. 1 location in the Southeast for high quality jobs. ECD seeks to recruit new businesses to locate in the state and to assist existing businesses grow their Tennessee workforce. The department works with a diverse set of constituencies including businesses, local governments, other state agencies and regional economic development groups to equip Tennessee communities with business-ready infrastructure and workforce to succeed in the 21st century global business environment.