

Executive Administrative Assistant 1

Quality Improvement and Strategic Solutions (QISS)

Job Location:

Davidson County (Hybrid)

Job Application:

To apply for this position, visit our [Apply Here](#) web page in a new tab by August 10, 2026.

About Position:

This vacancy is within the Tennessee Department of Human Services (TDHS), Division of Quality Improvement and Strategic Solutions (QISS). The Department of Human Services is currently seeking experienced candidates to provide leadership support to a top-level executive within the department. The Executive Administrative Assistant 1 (EAA1) provides high-level administrative support to the Assistant Commissioner of the Division of Quality Improvement and Strategic Solutions (QISS). QISS is responsible for Quality Management, Continuous Quality Improvement, and the coordination of Department's Strategy Management Planning Process.

The Executive Administrative Assistant 1 (EAA1) serves as a trusted partner to the Assistant Commissioner by providing executive-level administrative, operational, and project coordination support. The position requires exceptional organizational skills, sound judgment, discretion, and the ability to manage multiple priorities while maintaining confidentiality and professionalism.

Responsibilities include:

- Provide executive-level administrative, operational, and project coordination support to the Assistant Commissioner.
- Strategically manage the Assistant Commissioner's calendar by prioritizing requests, coordinating meetings, resolving scheduling conflicts, and ensuring appropriate follow-up.
- Coordinate travel arrangements, conference registrations, itineraries, and travel reimbursement documentation in accordance with State policies.
- Prepare agendas, briefing materials, presentations, and background information to ensure the Assistant Commissioner is well prepared for meetings and events.
- Draft, edit, proofread, and format correspondence, reports, presentations, meeting minutes, and other executive communications.
- Serve as the primary point of contact for the division by managing communications, responding to inquiries, and coordinating with executive leadership, internal staff, partner agencies, vendors, and external stakeholders.

- Track assignments, strategic initiatives, action items, and deadlines to support timely completion and accountability.
- Coordinate division meetings, leadership retreats, training sessions, onboarding activities, and other special events.
- Prepare and process administrative documents, including purchase requests, invoices, procurement paperwork, contracts, and other required forms in accordance with departmental and State policies.
- Maintain confidential records, filing systems, organizational documents, and administrative procedures while ensuring compliance with records retention requirements.
- Collaborate with executive assistants across the department to ensure continuity of operations and support departmental priorities.
- Exercise sound judgment, anticipate executive needs, recommend administrative improvements, and support special projects as assigned.

Qualifications:

- Bachelor's degree and 2+ years of full-time professional staff administrative experience or related work.

Preferred Skills:

- 2+ years of government experience.
 - Project Management experience
 - Advanced proficiency in executive productivity tools
 - Experience supporting senior executives in a government or large organizational environment.
 - Advanced proficiency with Microsoft Outlook, Word, Excel, PowerPoint, Teams, SharePoint, and Adobe Acrobat.
 - Experience coordinating executive calendars and complex meeting logistics.
 - Experience preparing executive briefing materials, presentations, and correspondence.
 - Strong project coordination and organizational skills with exceptional attention to detail.
 - Ability to exercise discretion and maintain confidentiality with sensitive information.
 - Excellent interpersonal skills and the ability to interact effectively with executive leadership, elected officials, and external stakeholders.
 - Experience with travel coordination, procurement processes, and records management.
 - Ability to work independently while managing multiple priorities in a fast-paced executive environment
-

Target Range:

for the Executive Administrative Assistant 1 position is **\$61,200 - \$76,476**. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Benefits Information:

For more information about employee benefits open our [DHS Employee Benefits brochure](#) in a new tab.

DHS Mission:

Strengthen Tennessee by Strengthening Tennesseans

DHS Vision:

To revolutionize the customer experience by growing capacity to reduce dependency.

DHS Values:

- High Performance
- Collaboration
- Continuous Improvement
- A shared Vision
- Customer-Centered Solutions