Tennessee Housing Development Agency (THDA) is a community leader with a vision to ensure that every Tennessean lives in a safe, sound and affordable home in a sustainable community. THDA is a governmental subsidiary of the State of Tennessee. THDA seeks to recruit, retain and develop a diverse workforce. THDA is firmly committed to the principle of fair and equal employment opportunities and strives to protect the rights and opportunities of all people to seek, obtain and hold employment without being subjected to illegal discrimination, harassment and retaliation in the workplace.

THDA is recruiting an Executive Administrative Assistant to the Chief Financial Officer (CFO) at the main office in downtown Nashville. The position provides administrative support to the Chief Financial Officer (CFO) as well as various other agency duties such as, but not limited to, payment card coordination, agency motor vehicle upkeep, answering a multi-line phone, and agency mail coordination.

The ideal candidate will possess a High school diploma or equivalent GED plus post high school coursework or relevant certifications. Four years related experience as an administrative assistant or equivalent is required and a minimum of two years of successful receptionist experience and/or call center experience is preferred.

Please visit our Careers page at www.thda.org/careers. The application must be complete, and resume attached for consideration.

APPLICATION DEADLINE IS MONDAY, APRIL 7, 2025, AT 11:59PM

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

BENEFITS: THDA offers an excellent benefits package: medical, dental, vision, and life insurance options; disability insurance; retirement plans; flexible benefit pre-tax accounts for medical, dependent care, transportation, and parking; annual leave and sick leave that begin accruing after the first month of employment; and 12 paid holidays per year. We also offer work-life balance opportunities through alternative work schedules, flexible schedules, and telecommuting.