

# JOB OPENING

NORTHWEST TN HUMAN RESOURCE AGENCY

## HOMEMAKER PROGRAM

The Homemaker Department has a full-time job opening for an Office Assistant/Payroll Clerk. This position is to provide clerical support for the Homemaker Department.

### QUALIFICATIONS:

- High school diploma
- Experience with Microsoft Word and Microsoft Excel mandatory.
- Relevant experience and knowledge within homecare field preferred.

**Northwest Tennessee Development District does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.**

If interested please submit a resume to Emily Payne at [emily.payne@nwtd.org](mailto:emily.payne@nwtd.org) by 10 a.m. December 1, 2021.