



Memphis Recovery Centers

## Looking to make a difference?

Memphis Recovery Centers (MRC) has provided professional substance abuse treatment for adolescents and adults for over 45 years. We are an accredited agency that offers staff a full range of benefits, a competitive salary, and a positive work environment.

We are currently seeking qualified applicants for the position of:

## ENTRY LEVEL ADMINISTRATIVE ASSISTANT

**Job responsibilities:** perform a variety of clerical responsibilities, assist with patient admissions, new employee paperwork, data entry, and answering phones.

**Qualified applicants must have:** a Bachelor's degree from an accredited University, familiarity with Microsoft Office (Word, Excel, Outlook), excellent verbal and written communication skills, demonstrated computer skills

### BENEFITS

Medical, Dental, and Vision Insurance, Life and Long Term Disability Insurance, Company Matched 401k, Training, PTO, and Sick Leave.

### HOW TO APPLY...

If you are interested in joining our team, visit [www.memphisrecovery.com/mrc-approach/careers/](http://www.memphisrecovery.com/mrc-approach/careers/) and complete an application.

### OUR PROGRAMS

**Adult Program-** Provides treatment for adult men and women.

**Youth Development-** Provides treatment for boys and girls between the ages of 13-17.

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