

Office Assistant

We are seeking a qualified individual for Office assistant to assist management with daily office needs. The successful candidate will be professional, welcoming, organized, detail-oriented and positive.

Why work for us?

MRC is located in Memphis's Midtown neighborhood with three facilities. As a company operating for 50 years and employing over 70 employees, we provide a work culture that is invested in their employees.

- 25% of our employees have over ten years of employment with MRC
- 41% of our employees were promoted to their current position from within the company

Responsibilities (include)

- Ability to answer and direct phone calls, handle incoming and outgoing mail and write and distribute email, correspondence memos, letters, faxes and forms
- Organize and schedule appointments
- Coordinate meetings and take detailed minutes
- Professionally communicate with various departments
- Strong writing skills and proficiency in Microsoft suite (Word, Excel, Outlook)

Requirements

- Bachelor's Degree
- Two years related office experience or the equivalent in education
- Knowledge of Microsoft Outlook, Word and Excel

Shift: Monday through Friday- day shift

Benefits:

- Health, Vision, and Dental Insurance
- Life Insurance
- Long term disability
- Company Matched 401K
- Holidays
- Accrued Time Off and Sick Leave
- Graduate Level Education Benefits

