

Office Assistant

We are seeking a qualified individual for Office Assistant to help with an assortment of administrative needs. The successful candidate will be professional, welcoming, organized, detail-oriented and positive.

Why work for us?

MRC is located in Memphis' 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 its 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

Requirements:

- Bachelor's degree from an accredited university
- Knowledge of Microsoft Outlook, Word, and Excel
- Strong writing and verbal communication skills

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

Shift: Monday - Friday, day shift

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
- Assist the on-site nurse with various clinical duties
- Maintain databases regarding patient information
- Professionally communicate with various departments
- Complete miscellaneous tasks within the office
- Check and maintain inventory of office and medical supplies

