



Office Assistant

Memphis, TN

Memphis Recovery Centers, Inc. is currently hiring a qualified Office Assistant to work in our residential addiction rehab facilities. Join us in our mission to deliver care that changes people's lives.

What You Will Do

- 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

What You Will Need

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

What We Promise

- Challenging and Rewarding Work Environment
- Orientation and Training both Initially and Ongoing
- Career Growth and Development Opportunities within MRC
- Excellent Medical, and Prescription Drug Plan as well as Available Dental and Vision for Full-Time and Part-Time Positions
- 401(k) Plan with Company Match for Full-time and Part-Time Positions
- Paid Vacation Time Off and Leave for Illness

