



Entry Level Admissions Assistant

Memphis, TN

What You Will Do

- Network with community resources to enhance potential referral sources
- Be a liaison between MRC and referral sources, patients, and families.
- Work with the MRC admissions department and represent MRC and its programs to all those inquiring about services
- Screen and assess admission calls
- Update and monitor MRC website and social media activities/engagements

What You Will Need

- Bachelor's degree in a social services-related field from an accredited college or university
- Energetic and self-driven work ethic with the ability to take initiative and action to pursue and accomplish goals

What We Promise

- Rewarding work environment
- Career growth and development opportunities within MRC
- Competitive compensation based on credentials and experience
- Excellent medical and prescription drug plan, tuition reimbursement, and gym membership
- 401(k) Plan with company match for full-time
- Paid vacation time off and leave for illness

