



The Arc Mid-South
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Achieve with us.

Now Hiring: Office Administrator

Location: Memphis, TN

Organization: The Arc Mid-South

The Arc Mid-South is looking for an organized, detail-oriented Office Administrator to help keep our office running smoothly. You'll manage daily operations, assist staff, handle correspondence, and support our mission to empower individuals with intellectual and developmental disabilities.

What We're Looking For:

- Experience in office administration or a similar role
- Strong organizational and communication skills
- Proficiency with Microsoft Office
- Team player with attention to detail

Why Join Us:

- Make a real impact in your community
- Competitive pay and benefits
- Supportive and inclusive workplace

Apply Today: Send your resume and cover letter to hr@thearcmidsouth.org with the subject "Office Administrator Application."