



EMMCO West, Inc.

Northwestern PA Regional EMS Council

**Office Operations Specialist (EMS Con-ed)
Temporary – Part Time Position**

Qualifications -

- PA Department of Health certified Emergency Responder, EMT, AEMT, Paramedic, or PHRN (preferred)
- H.S. Diploma or GED
- Documented office environment experience with customer service interface
- Experience operating computer software systems including MS Office products and Internet applications

Abilities -

- Must have the ability to read English at the 12th grade level or above
- Ability to write reports, business correspondence, create professional quality business presentations and materials
- Respond professionally and effectively to customer service inquiries
- Understanding of simple math skills needed for inventory tracking and reports
- Following orientation, utilize various computer software applications customized to specific work tasks

Overview of job tasks -

- Provide initial customer service via phone or in-person inquiries regarding EMS certification or continuing education
- Oversee data processing, printing, mailing of EMS continuing education records
- Oversee 90 day notice reports to EMS providers expiration dates
- Oversee the quality review of EMS continuing education records
- Daily processing of in office mail services
- Support to staff member's projects, including monthly preparation of audit reports
- Oversight of short term EMS equipment loan program
- Scheduling and logistical oversight of in-office meetings for staff
- Maintain inventory control over certification materials and printing components
- Provide data reports needed for quarterly performance reports

The bottom line is patient care

Serving Clarion, Crawford, Erie, Forest, Mercer, Venango, Warren Counties
Suite 101, 16271 Conneaut Lake Road, Meadville, PA 16335
814-337-5380 814-337-0871 (FAX) www.emmco.org mail@emmco.org

Position Availability – Temporary Position Part Time from April 2019 through August 2019

Work Time - Monday – Friday
10 AM – 2 PM (preferred)

Salary - \$16.00 - \$16.50/hr

Clearances required - PA State Police Criminal Hx
PA Child Abuse

Submit Letter of Interest & Resume –

Executive Director
EMMCO West, Inc.
16271 Conneaut Lake Road, Suite 101
Meadville, PA 16335

OR

bill@emmco.org

OR

814-337-0871 (FAX)

** Applications accepted through January 28, 2019