



The Industry Leader In Timely, Compassionate, and Reliable Transportation

Assistant Operations Manager – Job Overview

Assistant Operations Manager (AOM)

Assistant Operations Managers should be actively involved in the daily operations of the company. This is less of a policy creation role, but more of a policy implementation and enforcement role. AOMs are also the liaison between the field employees and the upper management. AOMs are actively involved in crew activation and deactivation, as well as supporting management duties, as delegated by upper management.

Duties Regularly Include (but are not limited to):

- Sales and Marketing of company services within the assigned area of responsibility
- Supervisory Vehicle Inspections
- Problem Solving
- Inventorying of Supplies
- Documentation Skills (Disciplinary reports, Incident reports, etc)
- Some Maintenance Tasks
- Reviewing Daily Staffing Needs for the department

Qualifications include:

- Associate's Degree, (Bachelor's Degree Preferred)
- Valid Maryland EMT Certification (ALS license preferred)
- Valid Driver's License, with clean driving record
- EVOC or Equivalent
- Must have or obtain PSC within 90 days
- Minimum 2 years in Commercial Ambulance
- Working knowledge of the medical transportation industry
- Proficiency with Computers and Office software
- Must be able to remain calm under pressure, with a positive demeanor toward internal and external customers

This is a full-time, exempt position. Base hours are afternoon into late evening, but may be modified based on needs of the company. This position requires on-call responsibilities.

Preference will be given to internal applicants, in cases where qualifications are equal.

This hiring process will close no later than 4:00 pm, on Wednesday, July 15, 2015. Candidates meeting all requirements should be available for interviews between July 16 and July 17, 2015.

Interested applicants should submit their resume and a cover letter, describing why they believe that they are a good candidate to Employment@FreestateAmbulance.com.

Please, no phone inquiries.