



***PEE DEE REGIONAL
EMERGENCY MEDICAL SERVICE, INC.
1314 West Darlington Street
Florence, South Carolina 29501
(843) 662-5771
Fax (843) 662-9444***

Position available: Office Manager and CTC

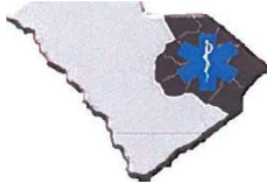
We have an immediate opening for an office manager and CTC coordinator. Candidate will be proficient in Microsoft Word, Excel, Quick Books online, American Heart Association Community Training Center operations and Google Drive and associated programs. Salary dependent on experience. SC State retirement benefits and insurance available.

Application being accepted through 5/12/21.

Job Description: Attached

Please email resumes to:

Mark Self
mself@pdrems.com



Pee Dee Regional Emergency Medical Services, Inc.

Job Description

Job Title: Office and CTC Manager

GENERAL STATEMENT OF JOB

Under limited supervision, must be mentally and physically capable of performing a variety of complex administrative, clerical duties in order to ensure effective and efficient office operations. Provides assistance to the executive director, director of education, clerical staff, students, and the general public as required. Reports to the executive director.

SPECIFIC DUTIES AND RESPONSIBILITIES

Complies with all company policies and procedures.

Performs various clerical duties including, but not limited to: typing documents and reports; compiling and organizing data; preparing meeting minutes, letters and other documents.

Must have a working knowledge of computer hardware, software, applications, etc. that are currently used by the company.

Contributes to a professional office environment. Wears professional business attire as written in the PDREMS Policy and Procedures. Remains courteous to co-workers, students and visitors.

Creates and maintains an organized and efficient filing system for the company's files.

Creates and maintains an inventory of all company assets including office equipment and training equipment.

Procures, stores and distributes office, training and other supplies.

Provides exam coordination and evaluator recruitment for both Basic and Advanced practical Exams

Assists in preparing and monitoring the company's budget. Makes recommendations to the executive director regarding same.

Receives and receipts payments made to the company. Makes bank deposits in accordance with company policy for both office and CTC activities.

Maintains the company's financial records as directed by the executive director and in accordance with generally accepted accounting principles.

Responsible for all in-coming and out-going mail for PDREMS and CTC activities.

Maintains confidentiality of information regarding the company's financial and operational matters.

Maintains confidentiality of protected health information (PHI) with regards to the federal Health Insurance Portability and Accountability Act (HIPAA), where applicable.

Coordinates with the Chairman of the Board, Board of Directors meetings, workshops, retreats, etc.

Must be able to occasionally lift 50 pounds in the office.

Operates a variety of equipment, which may include a computer, printer, copier, fax machine, telephone, audio-visual equipment, audio recording devices, calculator, etc.

Attends various meetings and conferences as required by the executive director.

Keeps assigned office and work area clean, neat and free of clutter. Assists in keeping company facilities clean and organized.

Must be able to occasionally attend out of town training that may require being away overnight.

Pays company bills and prepares payroll.

Serves as the Training Center Coordinator and is responsible for all Training Center Activities

Coordinates Community Training Center (CTC) activities. Supervises the CTC's clerical staff. Ensures that CTC business is handled appropriately and efficiently.

With input from the executive director, creates and maintains a policy and procedures manual for the CTC that complies with all American Heart Association and Pee Dee Regional Emergency Medical Services, Inc. guidelines and policies.

Works with the executive director to investigate and resolve CTC related complaints filed by instructors, students or persons otherwise involved.

Assists in preparing and monitoring the CTC's budget by making recommendations to the executive director. This position needs to be self sustaining from revenue raised through the work of the CTC.

Coordinates Community Training Center courses and produces CTC cards.

Performs other related duties as assigned by the executive director.

MINIMUM TRAINING AND EXPERIENCE

Requires a vocational/technical diploma in secretarial science or related field supplemented by three to five years of administrative experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Must be able to type 60-65 words per minute accurately;

Must have a current SC driver's license.

Current certification as an emergency medical technician or paramedic preferred.

Maintains American Heart Association (AHA) instructor *and* faculty credentials as required
Teaches AHA courses when needed

Knowledge of DHEC EMS grant-in-aid program and other related activities. Knowledge of DHEC EMS regulations and requirements.

Knowledgeable in preparation of COAEMSP and CAAHEP annual reports.

Knowledge of Paramedic Program tracking and EMS testing applications for the accreditation process.