

Job Type: Operations Manager

Location: 1202 W 16th St Indianapolis

Qualifications:

- Associates degree
- Paramedic Certification
- Must have been in Supervisory role for a minimum of 2 years.
- Dispatch experience preferred.
- Excellent computer skills, Microsoft Word, Outlook, and Excel preferred.
- Strong coaching and leadership skills.

Job Description:

- Ensure smooth daily operations between crews and dispatch.
- Interview and hire candidates.
- Participate in new hire orientation and submit all required documentation to Corporate Payroll.
- Approve hours worked in Time and Attendance system, input pay rate changes, vacations and holiday pay into ADP.
- Schedule EMT's and Paramedics for special events.
- Supervise employees including issuing discipline and counseling employees as needed.
- Handle complaints/compliments from employees or contract facilities.
- Coach and develop supervisors.
- Drive continuous improvements and efficiencies in scheduling and resource utilization.
- Execute a comprehensive communication plan to supervisory staff, EMTs, and paramedics.
- Conduct performance appraisals for supervisory staff.
- Monitor payroll, OT, on-time performance and other operational metrics and costs.
- All other duties assigned by Director.

Salary: SG7

How to Apply: Careambulance.com

Application Deadline: June 2013