

**Interior Region EMS Council
Position Description**

TRAINING AND RESOURCE ASSISTANT

DESCRIPTION

The Training and Resource Assistant; functions under the direct supervision of the Training Coordinator. This position performs a variety of general administrative support services and special projects assistance for the training department. This position's activities also includes various supply, materials and rental equipment management functions, warehousing duties, equipment, facility and grounds maintenance and cleaning, interacting with customers, conducting point of sale transactions, and supporting other staff functions as needed.

DUTIES

1. Provides support, coordination and promotion of EMS courses, annual symposium and other events, including processing certificates, conference coordination, travel for instructors and other class related documents.
2. Assists Accounting in the processing of all training-related billing including internal accounting.
3. Coordinates and processes documentation for state and national testing and certification.
4. Responsible for assisting Training Coordinator in the production of quarterly training reports, monthly training calendars, course notices, and other reports as required.
5. Handles questions, complaints, or requests for training information.
6. Provides information and assistance regarding training, equipment, supplies, materials and related matters.
7. Maintains and coordinates training & rental library.
8. Generates, monitors and reviews training department files to ensure that they are completed according to administrative procedures.
9. Conducts point of sale rental and supplies activities, as needed, with customers following established rental and sales procedures. Receives, enters, and maintains requests for supplies and rentals.
10. Monitors rental equipment via the rental equipment management system and coordinates with the Fiscal and Business Operations manager to prepare purchase requisitions when necessary to maintain appropriate stocks of rental equipment.
11. Monitors and maintains appropriate warehouse inventory levels by preparing purchase requisitions/Purchase Orders as necessary. Orders items upon approval of PO's.
12. Solicits quotations from potential vendors and service providers for inventory and training supplies.
13. Receives incoming purchases and verifies items received with purchase order and also with the person who requested the purchase if necessary.
14. Prepares material for shipping. Picks up and delivers equipment, supplies and documents.
15. Warehouses property and coordinates equipment transfers as directed.
16. Conducts yearly internal physical inventory of IREMSC property with the Fiscal and Business Operations Manager or assigned designee.

17. Maintains warehouse in a well-organized, neat and clean manner.
18. Cleans and repairs equipment, materials and medical kits as required, performs quality control serviceability inspections and rotates stock.
19. Applies special handling, storage, and disposal of all drugs, gases, dangerous material, expiration dated items and other selected material using established guidelines and procedures.
20. Under the direction of the Fiscal and Business Ops Mgr, performs minor building maintenance, cleaning, snow and ice removal, grounds-keeping, and other maintenance and cleaning duties as assigned.
21. As requested, arranges and coordinates maintenance, inspection, licensing, certification etc. of company vehicles and other equipment and property such as fire extinguishers, heating and cooling systems, flooring, lighting, etc.
22. Assists Administrative Assistant-Admin in answering phones and greeting visitors.
23. Provides other staff functions and performs other related activities and special projects as requested.

REQUIRED EDUCATION, KNOWLEDGE AND EXPERIENCE:

1. Possess a current Alaska driver's license free of violations that would preclude insurability with IREMSC insurance policy.
2. High school graduate or equivalent.
3. Equivalent of two years of full time office experience including one year in providing the full range of clerical services in an office.
4. Knowledge and experience of general office practices and one year experience with business computer software such as word processing, web searching, online purchasing, and email systems.
5. Able to work independently and be self-motivated.
6. Able to communicate and work effectively with others.
7. Able to assist in the preparation of reports and correspondence.
8. Good written and oral communication and customer relations skills.
9. Strong organizational skills.
10. Able to perform routine facility maintenance.
11. Able to lift and carry 50 pounds unaided.

PREFERRED EDUCATION, KNOWLEDGE AND EXPERIENCE:

1. Six months experience in supply, store keeping, purchasing, sales, rentals, or equivalent.
2. Training or experience as a pre-hospital Emergency Medical Technician or higher.
3. Professional office training.
4. Familiarity in the following computer software products: accounting, inventory, sales or rental software, Microsoft Excel and Word, Gmail and other Google online applications.
5. Familiarity in the operation and maintenance of EMS equipment.