

MEDSTAR AMBULANCE JOB DESCRIPTION

Position Title: HR/ Marketing Specialist

Department: Clerical

Reports To: Director of Administration

Description

Medstar Ambulance is looking for a highly motivated, self-starter to assist in both Human Resources and Marketing duties. This position is a full-time role working Monday to Friday in our administrative office.

Qualifications

- High school diploma or equivalent with three years of secretarial, governmental bookkeeping, accounting, computer applications and training, or related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Valid (Class C) California driver's license and acceptable driving record.
- This position may require use of a personal vehicle while conducting company business.
- Must be or have the ability to acquire Notary Public status.
- High level of integrity and confidentiality required.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Ability to work both collaboratively and independently.
- Basic understanding of marketing principles and concepts.
- Ability to create engaging social media graphics and posts.
- Basic photography, videography and photo/ video editing experience.

HR Job Functions:

- Performs administrative tasks and services to support effective and efficient HR operations.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire onboarding.
- Assists in annual Open Enrollment and CHP inspections.
- Helps with general office tasks such as answering phone calls, receiving the mail, assisting office visitors, etc.

Marketing Job Functions:

- Plan deliberate goal setting to boost Medstar's digital brand awareness and online reputation.
- Create and implement strategic marketing content for print media and online platforms (e.g. Facebook, Instagram, LinkedIn, etc.).

- Implement a content editorial calendar to manage content and plan specific, timely marketing campaigns.
- Attend Medstar events and highlight on social media.
- Update company website as needed.

Physical Requirements

- Must be physically able to operate a variety of machinery and equipment including a computer, printer, calculator, photocopier, facsimile machine, and telephone.
- Must be able to use proper body mechanics to work, move or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions.
- Must be able to exert up to 10 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.
- Employee may be required to drive personal vehicle to company events.

Pay and Benefits

- \$25.00 + per hour depending on experience. Full-time employees are eligible for medical, dental and vision benefits, retirement plan, and paid time off.