

**CARROLL COUNTY BUSINESS & EMPLOYMENT RESOURCE CENTER  
JOB ORDER FORM**

224 N. Center Street, Westminster, MD 21157

**\*\*Employers: BERC can only provide services for positions that are regular W-2 positions**

**JOB TITLE:** Field Operations Specialist

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**EMPLOYER'S NAME:** Inovi Healthcare

**EMPLOYER'S PRODUCT/SERVICE:** Safe Patient Handling and Mobility Products

**ADDRESS:** 11407 Cronhill Dr Suite M, Owings Mills, Maryland 21117

**PHONE:** (844) 321-5438 **FAX:**

**CONTACT PERSON:** Jack Demarest

**TITLE:** VP Operations

**EMAIL:** [jdemarest@inovihealth.com](mailto:jdemarest@inovihealth.com)

**WEBSITE:** [www.inovihealth.com](http://www.inovihealth.com)

**JOB DESCRIPTION:** The Company:

Inovi Healthcare is a full-service Safe Patient Handling company and manufacturer that offers quality equipment and superior customer service at a far lower cost. Our products include patient slings, lateral transfer devices, overhead and mobile lifts, bathroom safety equipment, and home accessibility products. Our company has steadily grown from a local distributor to now servicing and installing safe patient handling equipment along the East coast as well as in the Northwestern areas. Inovi's years of industry experience provide clinical and technical support from room design to fall reduction and recovery.

Opportunity:

Inovi Healthcare, LLC is seeking a driven, detail-oriented Field Operation Specialist to enhance our organization. As a Field Operations Specialist, you will be responsible for inspection and preventative maintenance of safe patient handling equipment, as well as certain warehouse operations as assigned. This position reports to the VP of operations.

Benefit Summary:

- Medical, Dental, Vision and Prescription Coverage (Subject to employee contribution)
- Participation in 401(K) plan with employer match after 60 day employment
- Paid time off
- Company paid short term disability
- Company issued laptop
- Company travel to be paid for using company Amex

**JOB REQUIREMENTS:** Duties and Responsibilities (include but not limited to):

- Annual inspection and preventive maintenance of safe patient handling equipment in various healthcare facilities
  - o Preventative Maintenance in the greater Baltimore, DC area
  - o Regions of Pennsylvania and New York
- Retroactive service calls
- Installation of new systems, including but not limited to:
  - o Sales Support
  - o Technical Support
- Warehouse Duties to include:
  - o Picking and preparing outbound orders
  - o Process orders for shipping
  - o Receive in inbound shipments
  - o Unload Inventory in a safe and organized manner
  - o Scan and organize inventory in proper labeled locations
- Cross trained on office functions to include:
  - o Order entry
  - o Order processing
  - o Quoting (if applicable)
- Training and education to include:
  - o OSHA 30 Hour course within first 90 days
  - o HIPPA training as needed
  - o Forklift training certificate within first 90 days

- o Other vendor credentialing programs as needed
- Conduct all operations in a manner that promotes safety in compliance with OSHA standards and regulations
- Travel as needed
- On Call as needed
- Perform any other duties as assigned

Qualifications:

- Comply with all laws, rules and regulations
- Comply with all Company policies and procedures
- Comply with all customer health and safety protocols
- Represent Company in positive manner and not take any actions detrimental to it
- Hands on, independent thinker
- Effective problem-solving skills
- Reasonable computer skills (Word, Excel, Outlook)
- Reasonable communication (verbal and written) skills
- Clean criminal and driving record

**OTHER JOB REQUIREMENTS:** Driver's License, Driver's Record Check, , , , Heavy Lifting, Medium Lifting, , , , Drug Test Required, Background Check

**WAGES PER HOUR:** Negotiable, \$25/hr first 90 days, review following

**NUMBER OF OPENINGS:** 1

**PERMANENT OR TEMPORARY EMPLOYMENT:** PERMANENT

**FULL TIME OR PART TIME:** FULL TIME

**OVERTIME:** YES

**BENEFITS:** YES

See Job Description

**DAYS OF WORK:**

MONDAY 8a-5p TUESDAY 8a-5p WEDNESDAY 8a-5p THURSDAY 8a-5p FRIDAY 8a-5p

**SHIFT:** 8a-5p

**HOW TO APPLY:** Email [jdemarest@inovihealth.com](mailto:jdemarest@inovihealth.com)

**WILLING TO TRAIN:** YES

**EXPERIENCE REQUIRED:** NO

**EXPERIENCE IN MONTHS:**

**MINIMUM AGE:** 18

**CLOSING DATE:** 05/14/2022

Posting Date 3/17/22 Follow-Up Date \_\_\_\_\_ Pull Date \_\_\_\_\_ Entered in MWE \_\_\_\_\_ Staff \_\_\_\_\_