



Example of Trainee / Operations Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a trainee / operations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for trainee / operations

- Learn how to screen, interview and conduct reference and background checks on candidates
- Complete the assigned Operations Management training program topics and all other assigned trainings
- This position may have periodic leadership/management responsibilities throughout the program
- Assisting in general maintenance, as directed
- Completing, successfully, the Operations Trainee job duty checklist, items in the Assistant Auxiliary Operator's job duty checklist as required by the Company
- Completing all training and testing requirements of the job
- Completing all log entries and all necessary documentation for work assignments
- Rotate throughout our Southern California outpatient centers
- Become proficient in the understanding of imaging technologies (MRI, CT, U/S, X-ray, nuclear medicine, fluoroscopy, interventional radiology, mammography)
- Become familiar with the practice types of referring physicians, specialties and subspecialties

Qualifications for trainee / operations

- Lifting a minimum of 50 pounds
- Performing fire fighting duties

- Good written and spoken English (At least Upper-Intermediate level)
- Ability to effectively communicate with management, peers and other departments
- Ability to manage multiple tasks / initiatives on tight schedules and timelines