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## Project Coordinator, Equipment Planning

### Description

Maia Consulting is seeking a Medical Equipment Planning Project Coordinator to support the planning, procurement, and installation of medical equipment for hospital projects across the United States.

### Responsibilities

- Assist Project Manager in medical equipment user group meetings
- Perform value analysis to compare medical equipment systems
- Develop medical equipment lists and budgets
- Prepare/update meeting minutes
- Prepare and assemble medical equipment specifications
- Gather site-specific vendor drawings
- Review design documents for equipment placement
- Obtain final vendor quotes and prepare procurement documentation
- Coordinate delivery and installation of medical equipment
- Travel to client site to provide supervision of medical equipment installation activities

### Qualifications

- Minimum 1-3 years professional experience in the healthcare industry (preferred)
- Bachelor's degree in engineering or business (preferred)
- Ability to travel to client sites as necessary
- Knowledge of hospital department functions
- Understanding of architectural design/construction process (preferred)
- Excellent written and verbal communication skills
- Ability to work independently in a home office with minimal supervision
- Extreme attention to detail
- Strong time management, organization, and prioritization skills
- Experience in Attainia, Autodesk Revit, and BIM 360 (preferred)
- Required computer/software skills: Microsoft Office Suite

### Job Benefits

Comprehensive benefits package including PTO, health, vision, dental, and 401K

### Contacts

[recruiting@maiaplanning.com](mailto:recruiting@maiaplanning.com)

### Hiring organization

Maia Consulting, LLC

### Employment Type

Full-time

### Job Location

Remote work from: USA

### Base Salary

\$ 60000 - \$ 80000

### Valid through

28.02.2025

### Apply Now

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