



<https://www.maiaplanning.com/job/project-coordinator-den-2023/>

## Project Coordinator, Equipment Planning – Denver

### Description

Maia Consulting is seeking a Medical Equipment Planning Project Coordinator based in Denver or surrounding areas. The Project Coordinator will support the planning, procurement, and installation of medical equipment for healthcare 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
- Ability to work independently in a home office with minimal supervision
- Ability to travel to client sites as necessary
- Knowledge of hospital department functions (preferred)
- Understanding of architectural design/construction process (preferred)
- 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: Colorado, USA

### Base Salary

\$ 55000 - \$ 70000

### Date posted

April 14, 2023

### Valid through

30.06.2023

### Apply Now

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