



Job Title: Healthcare Transition Planner / Move Manager

Job Description:

Anchor Planning is seeking a Move / Transition Planner with well-demonstrated planning and project management skills in the healthcare field to provide project coordination, move management, transition planning and logistics to clients engaged in new healthcare construction and renovation projects. This person will utilize specialized knowledge to assist the project team and clients with the relocation and opening of their new facility. They must understand hospital operations, construction and the interdependencies of services required to open a new facility. They will function as an advisor and subject matter expert to clients, vendors and project team members while managing the activation activities and schedule of activities. A Transition Planner / Move Manager will provide superior internal client support by utilizing specialized knowledge, tools, and resources to effectively create and manage the organization's transition strategy.

Company Profile:

Anchor Planning is a boutique women owned business focused on Medical Equipment and Transition Planning services, specializing in the Healthcare Industry. These two service lines coupled with the legacy experience of our team, enables our company to provide our clients with a supreme level of efficiency, specialized service delivery and subject matter expertise backed by a guarantee of quality.

Our philosophy is to be thorough in our service delivery by listening to our clients, applying subject matter expertise and being nimble throughout our engagement. We aim to create and nurture a positive client relationship and collaborative team mantra. The pragmatic application of this philosophy is to ensure there is a constant flow of information, respect for time, care for our clients and support to the team for our mutual success in the form of providing knowledge, information, and resources to get the job done right and on time.

Anchor Planning values our employees and strives to create a flexible, supportive, and fun work environment. We understand that you spend more time working than anything else in your life, so we stress the importance of work-life balance. We want to ensure that you have fun and love what you do. Teambuilding activities are a priority in addition to quality time off. We pride ourselves on listening to our employees and making meaningful changes as we continue to grow.

Goals for the position:

- Successfully manage large, multiphase, healthcare transition projects
- Ensure client satisfaction throughout the transition process
- Ensure all activities are performed in a manner consistent with documented processes
- Adhere to scope, schedule and budget developed by the project team
- Ensure data accuracy within transition plans
- Ensure compliance of all key performance indicators

Responsibilities:

- Manage transition activities on large healthcare accounts and/or complex, multiphase construction projects

- Ensure Anchor Planning and client's best practices and policies and procedures are followed
- Act as a point of contact for assigned transition activities
- Build and manage logistics and move schedule
- Participate in project meetings with stakeholders as needed
- Proactively manage project-related issues and ensure desired project results pertaining to established transition goals and objectives
- Implement established transition plan
- Understand project schedule and assist with assuring compliance of team members
- Incorporation of "best practices" into transition projects
- Lead transition planning meetings with key stakeholders to achieve consistent communication throughout the duration of the project, to include presentation preparation, meeting minutes and other deliverables as needed
- Deliver required project specific reporting as assigned
- Manage project budget including hard and soft costs of Anchor Services
- Manage scope-related logistics and activities for all vendors
- Manage supporting suppliers/team members (i.e., IT, Interiors, Equipment, EVS, Signage, Biomed)
- Manage vendors to ensure compliance with the performance standards
- Provide appropriate level of on-site supervision to ensure project performance criteria are met
- Develop and maintain relationships with consultants, contractors, vendors, and key stakeholders
- Any other duties and tasks as assigned by project leadership

Qualifications

This role is heavily focused in communication and is client facing. The ideal candidate will exhibit strong organization skills and the ability to multi-task. They will be detail oriented, possess strong analytical skills, able to work independently, enjoy interfacing with staff at all levels, and retain excellent verbal and written communication skills.

This role primarily serves as support for the Lead Transition Planner, but this role will be also lead service delivery depending on the project phase.

Additionally, a qualified candidate will have experience as described below:

- 2-8 years of facility, move, logistics, project, or construction related experience in a healthcare environment
- Background in project management, construction management, architecture, design, logistics or project strategy planning is desirable
- Knowledge or understanding of hospital operations specifically as it relates to department dependencies
- Strategic thinking & planning skills
- Strong time management skills
- Familiarity with reading and understanding architectural plans and ability to read and navigate through a facility using a floor plan

Technology Proficiencies:

- Ability to utilize the Microsoft Office suite of technologies, specifically Excel
- Knowledge with Smartsheet & Bluebeam preferred