



Job Title: Medical Equipment Coordinator

Job Description:

Anchor Planning is seeking a Medical Equipment Coordinator to successfully manage the planned medical equipment on various healthcare projects. This person will manage the planned medical equipment through the procurement and installation phase ensuring it is ready for Go-Live. This person will have a well-demonstrated ability to problem solve, manage, and coordinate multiple vendors and types of equipment across multiple projects. This person will need to think out of the box, work well under pressure and have strong multitasking skills. They will act as a single point of contact for all vendors and will need to have good conversational tendencies. A Medical Equipment Coordinator ensures that all planned equipment arrives on time and is installed successfully prior to the opening of a new Healthcare facility.

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 the 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:

- Ensure client satisfaction throughout the procurement & coordination process
- Cultivate lasting professional client relationships throughout the project
- Ensure all procurement & coordination planning activities are performed in a manner consistent with documented processes
- Maintain appropriate level of communication to client throughout the project
- Ensure compliance with all key performance indicators

Responsibilities:

- Provide professional customer interface and client relations
- Review medical equipment list and floor plans for accuracy
- Interpret and/or read architectural drawings and floor plans
- Maintain client and vendor equipment standards
- Maintain knowledge and understanding of all planned equipment and products
- Build and manage an equipment procurement schedule
- Drive the procurement process and ensure all scheduled milestones are met
- Determine equipment schedule and install requirements
- Obtain competitive quotes from vendors & negotiate pricing when applicable
- Maintain overall equipment budget
- Manage approval process for requisitions
- Manage procurement process and equipment coordination process on site and remotely
- Review & track purchase orders with accounts payable
- Generate reports using Microsoft Excel
- Conduct medical equipment inventories
- Set daily priorities to meet established project deadlines
- Develop equipment install strategy for vendor deliveries
- Coordinate the delivery, installation & setup of all medical equipment with multiple vendors
- Conduct client meetings both on site and virtual Attend off-site & remote project meetings
- Deliver information and create reports based on client needs
- Coordinate check-in of all medical equipment with appropriate entities
- Coordinate product/procurement logistics with transportation vendors
- Provide on-site management for vendor deliveries
- Review floor plans and determine equipment locations
- Manage equipment returns and resolve outstanding issues
- Create and manage equipment in servicing
- Create and manage a project task list
- Produce project closeout documents

Qualifications:

An ideal candidate will have vast knowledge of medical equipment for clinics and acute care facilities, exhibit strong organization skills/ability to multi-task as well as 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.

Our work is fast-paced, and we need a candidate who can learn quickly, assist with improving/building processes, and can navigate new technology. This role primarily serves as support for the Senior Planners, but can be the lead depending on the project phase.

Additionally, a qualified candidate will possess:

- Associates Degree Required in relative major

- 1 or more years of related experience in healthcare, supply chain, logistics or project management experience preferred
- Background in project management, construction management, design or project strategy planning is desirable

Technology Proficiencies:

- Advanced proficiency in Microsoft Outlook, Excel and Word required
- BlueBeam experience preferred
- Attainia experience preferred