

**Position Description - Move Coordinator**

To coordinate and deliver successful results on all assigned move projects. minor furniture reconfigurations and new product installations for TC and assigned national projects. Work closely with assigned AVS and client Design leads when applicable. Auto Cad ability a must.

**Primary Job Responsibilities and Duties**

1. Responsible for customer satisfaction on each assigned move.
2. Responsible for direct interaction with customers regarding project requirements.
3. Provide space planning and move management to complete move and reconfiguration projects following Medtronic Global Space Standards.
4. Develop project plans and budgets.
5. Coordinate the day to day details for all aspects of each project. Review with Manager prior to implementation.
6. Initiate and execute programming, planning and design coordination, overall project scheduling and control, overall budgeting and reporting, capital expenditure requests, financial administration, project documentation and project close-out.
7. Coordinate project activities with internal and external partner and suppliers.
8. Coordinate activities with engineers, technologies, building service staff, contractors, vendors and movers.
9. Direct furniture repairs to Service Desk.
10. Review move related quotes and track cost to ensure all moves are done within budget.
11. Provide move spreadsheet support to customers to ensure proper completion.
12. Oversee and direct moves and post move activities – including customer survey.
13. Ensure the maintenance of all appropriate project management records and files.
14. Provide specific project feedback on vendors regarding their performance.
15. Ensure all client space standards are maintained and followed.
16. Back up service desk for box moves.
17. Maintain technical knowledge of latest release of AutoCAD.
18. Perform space measurement take-offs.
19. Follow all client drawing and layering standards.
20. Interface with Clients CAFM space management program.
21. Ensure that plans are updated and database is current.
22. Perform field verifications - including walkthroughs for drawing updates and employee location verifications
23. Provide back up to other Intereum positions as needed.
24. Other duties as assigned.

**Education, Experience & Skills Required:**

1. Design degree from accredited school
2. Proficient in AutoCAD
3. Desire and commitment to learn new software programs utilized in Commercial Industry.
4. Organizational skills to manage a variety of tasks. Self-starter takes initiative.
5. Demonstrates commitment to professionalism, integrity and sound judgment in all business transactions, and providing the highest client satisfaction.
6. Proficient in Microsoft office, i.e. excel, power point, word.
7. Knowledge of space management programs a plus
8. Knowledge of Commercial Office Panel Systems a plus