

Our innovative and growing company is looking for a space planner. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for space planner

- Coordinates, plans, organizes and directs Architects, Engineers and Contractors to ensure compliance with organization standards, AHCA, and ICRA
- Responsible for maintaining documents and procedures that allow quick and efficient building process and that follows AHCA regulation meets all health system's codes and infection control
- Develop, procure, manage and coordinate plans with clients, internal resources and outside vendors for day-to-day activity and small to medium renovation workstreams on capital and non-capital projects
- Collaborate with internal resources (PMO, EHS, ENG), consultants, contractors, architects, furniture/ laboratory equipment vendors or other providers to translate programmatic requirements into test fit layouts and socialize for client approval
- Review consultants' architectural drawings for accuracy and adherence to space
- Work with furniture vendors to identify and specify furniture solutions within standards
- Negotiate space among user groups to maximize use of real estate while enhancing adjacencies to improve innovation, collaboration and workflow
- Partner with Engineering to ensure electrical, plumbing, HVAC, telecom, data and other utilities needed for lab equipment and administrative functions are accurately identified on drawings

- Time management, project implementation, attend client meetings, and facilitating group meetings

## Qualifications for space planner

- Proficient in Autocad and preferably Revit
- Understand client challenges and how the design of the built environment design can address them
- Translate a client's needs into adjacencies diagrams, accommodation schedules and spatial concepts
- Lead and teach others
- Deal with complexity and think not only of the parts but the whole
- Work with and learn from other members of a multi-disciplinary office