

Position Description

Position Title	<i>Project Associate, VantEdge One Group</i>
Reports To	<i>Consultant, VantEdge One Group</i>
Location	<i>Chicago, IL</i>

Job Purpose

The Project Associate for VantEdge One Group is a key member to engagement projects and technology system implementations at our customer locations. The Project Associate, reporting to the engagement Consultant leader at each location, will perform elementary and foundational components of hospital-based projects including, but not limited to data capture, information gathering, and support staffing all while ensuring the quality, accuracy and integrity of the project deliverables.

While working as part of a team or independently, the Project Associate will travel to customer locations typically leaving on Sunday or Monday and returning on Thursday. Some weekend and evening shifts will be required for customer-specific implementation projects. While traveling for an engagement, lodging, transportation, and supplemental meals are provided.

As part of this position, VantEdge One Group will provide:

- On-the-job paid training
- Opportunity for advancement
- Competitive team atmosphere
- New job locations daily

Duties and Responsibilities

Engagement and Project Support:

- Task-specific data entry using a PC tablet or iPad system
- Collection and organization of project documents
- Support staff for training coordination and facilitation
- Manage project-related materials and equipment
- Follow project guidelines as assigned with minimal instruction
- Train and assist project team members on project-related tasks, duties, or responsibilities

Qualifications

Basic Requirements:

- 18 years of age or older
- Possess a valid driver's license with a good driving record
- Current permanent U.S. work authorization required

- Willingness and ability to travel every week
- Multi-task, and work in fast-paced environment
- Work as a member of a team as well as be a self-motivator with ability to work independently
- Ability to work assigned shifts on a flexible schedule with varying hours; Work extended hours as necessary
- Ability to constantly walk, move about and bend as well as frequently climb and reach with or without reasonable accommodation
- Professional and respectful of self and others
- Provides excellent customer service
- Excellent communication skills
- Show flexibility and performs assigned tasks outside of normal job duties
- Ability to interact with leadership and coworkers in a professional, courteous manner
- Requires excellent visual acuity and manual dexterity.

Preferred Requirements:

- Proficiently use Microsoft Office Suite: preferably Word and Excel
- Prior experience in the healthcare fields
- Prior experience with inventory is desired

Education:

- High School Diploma or GED Equivalent

Experience:

- No prior experience required. Position training will be provided.

Skills:

- Show attention to detail and accurately input data.
- Basic knowledge of Microsoft Office Suite including: Word and Excel
- Perform basic mathematical skills and be a problem solver
- Knowledge and/or use of mobile technologies (PC tablets and iPads)

Accountabilities:

- Participation in professional growth and development by attending in-services and training sessions.
- Must adhere to regular and predictable attendance.

Working Conditions

- Constantly operates a computer and other mobile office equipment to perform work
- Frequently travels by airplane, train or car as necessary to perform work at customer location
- Generally, works in an office or hospital-based surgical or supply environment
- Requires use of safety equipment that may include but not limited to face shield or goggles, non-slip shoes, gloves, mask, and other protective garments and equipment
- Requires standing for extended period of time with frequent stretching, reaching, walking and stooping, pushing and/or pulling

Physical Requirements

Physical Demands:

The Physical demands described within are representative of those that must be met by an employee to successfully performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individual must be able to lift, bend at waist, and alternate between periods of sitting and standing following all safety guidelines as outlined by the customer and VantEdge One Group.

- Prolonged standing with occasional walking (frequent)
- Repetitive motions requiring use of both wrists and hands as well as fingers (frequent)
- Low level positions: squatting, kneeling, and crouching (frequent)
- Use of ladders and step stools up to 8 steps high (frequent)
- Able to lift and carry items up to 25 pounds (occasional)

Benefits

VantEdge One Group offers a competitive compensation and benefits package including medical, dental, and vision coverage to employees and dependents; an IRA plan with a generous employer match; and a generous Paid Time Off policy.

VantEdge One Group is fully committed to providing equal employment opportunity in recruitment, employment, compensation, benefits, promotions, transfers, education and all other terms of employment. VantEdge One Group will not discriminate on the basis of age, race, color, gender, marital status, sexual orientation, gender identity, national origin, religion, Vietnam era of veteran status, physical or mental disability, creed, citizen status or any other status protected by federal, state or local law. We endeavor to maintain a drug-free workplace.