



Corporate Workplace Analyst

Our Business:

Corporate Workplace is responsible for over 90 million square feet of bank-owned and occupied facilities worldwide. In support of Bank of America's stated mission to be the "World's Most Admired Company", we charge ourselves with making real estate a differentiating factor for the bank through cutting edge initiatives such as building one of the world's most environmentally-friendly skyscrapers, developing flexible work options for associates and continually innovating the workplace environment. Corporate Workplace partners with internal bank clients to craft solutions for project and facilities management, associate awareness, real estate strategy, as well as the acquisition and disposition of space. The goal of this partnership is to ensure real estate is a competitive advantage at Bank of America.

Overview:

The Corporate Workplace Analyst will be responsible for supporting efforts that drive business and operational decisions, which require real estate related analysis. Responsibilities may include:

- Coordinating and analyzing data to support Corporate Workplace initiatives, strategic decisions and other real estate related modeling efforts.
- Applying financial, demographic and modeling tools to aid in the development of real estate portfolio strategies that enhance investment returns and risk levels.
- Conducting research on real estate properties such as, financial performance, supply/demand analysis and rental rate trends.
- Conducting competitive analysis, best practices research, ad-hoc reporting and scorecard production to support our client's goals.
- Participating in and supporting projects that require cross-divisional coordination, communication, influence and negotiation. Contributing to the design, development and completion of project deliverables.

Qualifications:

- Undergraduate degree in Finance, Accounting or Real Estate preferred
- Professional presentation and communication skills with a high degree of integrity and accuracy
- Demonstrated financial, accounting, and analytical skills, including interpretation of complex data to arrive at conclusions or solutions
- Strong technical skills, including tools such as Excel, Access, and PowerPoint

The ideal candidate will exhibit the following behavioral requirements:

- **Client Focus** -Maintains effective relationships with clients by gaining trust and respect
- **Business Acumen** - Knowledgeable in current and possible future policies, practices, trends, and information; knows the competition; is aware of how strategies and tactics work in the marketplace
- **Process Management** - Knows how to combine tasks into efficient work flow; can simplify complex processes
- **Organizational Agility** -Knows how to get things done through formal channels and informal networks
- **Dealing with Ambiguity** - Can effectively cope with change; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty

Locations:

Charlotte, North Carolina