



Corporate Workplace

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:

By joining Corporate Workplace you will benefit from:

- **World-class career development opportunities:** We provide comprehensive on-boarding, executive mentoring, and training programs to help you grow and learn.
- **Enterprise-wide access and exposure:** You will engage in cross-functional initiatives that provide unparalleled opportunities to learn inside a dynamic, global financial services organization.

The Corporate Workplace Analyst, depending on assignment, may take on roles and responsibilities such as:

- Financial modeling to provide revenue generation, cost reduction, and risk/return strategies to clients
- Strategic planning of the bank's real estate portfolio to maximize shareholder value
- Continuous process improvement (e.g. buyer/seller preparation, project management, capital planning)
- Leading teams in high-profile initiatives that affect *both* the bottom line and bank associate satisfaction
- Innovative change management concerning initiatives from all functional areas of the bank

Qualifications:

- MBA or Masters in Real Estate
- Undergraduate degree in Finance preferred
- 3-7 years work experience
- Professional presentation and communication skills with a high degree of integrity and accuracy
- Advanced 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