



Occupancy Planning Analyst (Hybrid)

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 Buffalo, NY

 Full time

 Posted Today

 R41902

Work Location: This role will be in office at One M&T Plaza 2-3 days and the rest of the duration remote.

Overview:

Supports efforts to manage design and usage of space to support the changing needs of the organization. Ensures timely and accurate occupancy information and captures post-move occupancy assignments.

Primary Responsibilities:

- Address space needs of individuals or small groups by locating available seats, assisting with the move management processes and providing supplemental furniture.
- Track changes to occupancy and space utilization via walkthroughs, space audits and departmental contacts, in the facilities management database.
- Support efforts to meet significant space needs, including assisting with compiling program data and building the business case.
- Assist with management and coordination of space projects.
- Ensure full communication with internal customers and coordinate with vendors and internal business partners.
- Assist with move management efforts, particularly gathering final employee location data in the facilities management database.
- Assist with updating AutoCAD (Computer Aided Design) drawings to reflect space changes, as necessary.
- Assist with development of space strategies at the building and geographic levels to accommodate supply and demand changes.
- Gather, analyze and communicate data and information to propose solutions for occupancy needs. Make ongoing recommendations for cost-saving and value-adding contributions.

- Understand and adhere to the Company's risk and regulatory standards, policies and controls in accordance with the Company's Risk Appetite. Identify risk-related issues needing escalation to management.
- Promote an environment that supports diversity and reflects the M&T Bank brand.
- Maintain M&T internal control standards, including timely implementation of internal and external audit points together with any issues raised by external regulators as applicable.
- Complete other related duties as assigned.

Education and Experience Required:

Minimum of 4 years' higher education and/or work experience

Education and Experience Preferred:




- Bachelor's Degree in Architecture, Design, Construction, Management, or other facilities-related discipline
- Minimum of 3 years' work experience in occupancy or space planning in a corporate setting
- AutoCAD experience
- Experience with facilities management software
- Project management experience
- Experience with data collection, analysis and presentation for business cases
- Analytical skills

Location




Buffalo, New York, United States of America

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