



## Space Planning Project Coordinator (Hybrid)

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 Buffalo, NY

 Full time

 Posted Today

 R42673

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

### Overview:

Under direction of a more Senior Project Manager, manages multiple small-sized projects. Act as a Project Coordinator on multiple complex & highly visible projects. Work with business and support units to help coordinate all efforts and communications associated with major real estate construction/relocation projects.

### Primary Responsibilities:

- For major initiatives, work with management to identify stakeholders and a cross-functional project team to ensure appropriate buy-in, support and participation throughout the project.
- Lead a kick-off meeting with the Project Team to clarify the objectives, strategy and proposed timeline.
- Guide the Project Team through the process and keep the relevant senior managers informed of progress, setbacks and obstacles.
- Provides complex, analytical, technical and operational support to support major Real Estate / Construction projects.
- Prepare sufficient documentation to inform senior managers of recommendations and progress
- Work with vendors and internal technical subject matter experts (SMEs) to resolve technical and communications issues.
- Create communications and Welcome Packet materials. Assist in coordinating and managing organizational change management plan.
- Maintain reporting and status updates for the whole portfolio of facilities projects.
- Prepare department reports, charts and decks. Perform and analyze industry research.
- Research and analyze occupancy data at the Bank and recommend savings opportunities

- Assist with supply and demand planning for the organization, including future year planning. Assist with development of space strategies at the building and geographic levels to accommodate supply and demand changes.
- Develop occupancy solutions to meet significant space needs.
- Implement/oversee Corporate Artwork program for the organization
- Assist with coordination of space needs for acquisitions or other major initiatives.
- 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:

- Bachelor's degree and a minimum of 2 years' proven general management, project analysis or project management experience, including a minimum of 1 year's project management experience,
- OR in lieu of a degree,
- A combined minimum of 4 years' higher education and/or work experience, including a minimum of 2 years' proven general management, project analysis or project management experience, of which a minimum of 1 years' is project management experience.
- Excellent verbal and written communication skills
- Strong analytical skills
- Creative problem-solving skills
- Experience functioning as a project leader Experience working on several projects at the same time
- Ability to interact effectively with all levels of personnel
- Ability to work independently and function as a member of a project team
- Proficient in use of pertinent spreadsheet, database, graphing, presentation, and department-specific software

#### Location

Buffalo, New York, United States of America

#### Similar Jobs (2)

##### Occupancy Planning Analyst (Hybrid)

 Buffalo, NY

 Full time