

# State Street Corporation – Global Realty Services

## Business Analyst, Officer

### Location: Boston, Ma

#### Job Description

##### 75% Global Real Estate Reporting & Metrics Analyst

- Central point of coordination for global data and analytics exercises surrounding our global real estate portfolio
- Assists in the execution of current processes and recommends solutions and improved processes.
- Responsible for quarterly communication via “newsletter” of major global efforts underway
- May assist in the analysis of technology application design efforts
- Responsible for various ad hoc reporting exercises involving mining data and presenting it in a clear logical analysis

##### 25% Global Real Estate Compliance Audit Analyst

- Support regional compliance program for audit readiness and risk mitigation (may include audit coordination).
- Liaise with GRS, Legal, Finance, Insurance and Procurement to sustain processes that align with GRS Policies Procedures.
- Project Management System Admin, end user support, system risk analysis, data mining and reporting analytics.
- Promote Education and Awareness around GRS Policies and Procedure (may provide training).

#### Qualifications Requirements:

- Bachelor’s Degree in technology, finance, business or equivalent
- 2 - 3 years of related corporate real estate or business analyst experience
- Analytical skills – extremely detail oriented
- Pro-active self – motivated individual
- Communication skills
- PC skills, including office applications – VERY PROFICIENT IN EXCEL
- Relationship Management and Facilitation skills

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