

<b>Information Requested</b>	<b>Please Provide Your Responses On This Side</b>
<b>Employer Name:</b>	Federal Home Loan Bank of New York
<b>Are you a third-party staffing agency?</b>	No
<b>Job Title for Open Position:</b>	Corporate Real Estate Analyst Temp
<b>Job Location:</b>	New York, NY
<b>Number of Openings:</b>	1
<b>Is position Contract/Commission-Based/Full-time:</b>	Contract
<b>Job Description: (Please provide as many details as possible)</b>	<p>Education – Associates Degree Preferred</p> <p>Skills –</p> <ul style="list-style-type: none"> <li>• Effective communication skills (oral, written and presentation)</li> <li>• Demonstrated ability to work independently and solve problems</li> <li>• Project Management skills</li> <li>• Solid judgment along with decision making skills</li> <li>• Demonstrated ability in analyzing data and identifying businesses trends to provide solutions to enhance business operations</li> <li>• Relationship building and customer service oriented</li> <li>• Proficient in MS Project, Word, Excel, Access, PowerPoint, Adobe Writer, and Visio</li> </ul> <p>Additional Skills</p> <ul style="list-style-type: none"> <li>• Cisco telephony systems and basic networking</li> <li>• Cisco recording systems</li> <li>• Cisco Jabber clients</li> <li>• Audiovisual equipment management including Crestron devices (not to program the devices but more to use them and train people on them)</li> <li>• Digital Signage equipment and management</li> <li>• Mobile devices</li> <li>• Building Management Technology</li> </ul> <p>Facilities Management</p> <ul style="list-style-type: none"> <li>• Work independently to help ensure that the Bank’s office space in New York and New Jersey are operational, clean, comfortable, and secure so that employees can be effective in executing the Bank’s business with minimal interruptions.</li> </ul>

	<ul style="list-style-type: none"><li>• Serve as a liaison with the Bank's building security, cleaning, and engineering team.</li><li>• Maintain general condition of meeting rooms and set-up, including, but not limited to, catering services, Conference Bridge, etc.</li><li>• Monitor the space for facility related issues and address areas that need attention and/or require maintenance.</li><li>• Execute all tasks related to internal moves, adds and changes and preparation of new space (i.e., moving furniture, office equipment, hanging pictures/writing boards, etc.) and other items as required.</li><li>• Develop and propose options to maintain an effective and flexible office seating plan to support the Bank's floating population (i.e. visitors, consultants, examiners, etc.).</li><li>• Conduct reviews and monitor the obligations of the Banks contracted vendors and report issues or potential problems in a timely manner.</li><li>• Prepare supporting documentation and preparation of assigned internal memorandums, letters for vendors and documentation of landlord / tenant issues.</li><li>• Update the departments Records Schedules, Fire Safety and Emergency Action Plan ("EAP"), and Business Continuity Plans.</li><li>• Manage the Bank's post office permits and ensure adequate funds are always available.</li><li>• Deliver mail and outside deliveries when required (i.e., bulk mailings, marketing promotions, or sensitive materials).</li></ul> <p>Telecommunications/Physical Security/Audiovisual</p> <ul style="list-style-type: none"><li>• Monitor and ensure efficient and effective operations of the facility infrastructure, telephony, audio-visual, physical security, HVAC, multi-function printer and other office technology.</li><li>• Perform security system functions, as required (i.e. adding &amp; deleting employees, consultants, etc., changing status levels, and preparation of forms and reports, as required).</li><li>• Perform back-up of security system and reporting on a regular basis.</li><li>• Work with security vendor to resolve database and/or alarm problems.</li><li>• Coordinate and execute a patching program for all CRE technology including but not limited to, telephony system, audiovisual equipment, building management systems, HVAC and lighting control systems, security systems, etc.</li><li>• Manage and execute all necessary functions for on-boarding new hires/terminations/transfers, etc. (includes but not limited to card access, Building ID, desk/phone set-up,</li></ul>
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	<p>seating arrangements, floor plan updates, etc.)</p> <ul style="list-style-type: none"> <li>• Perform audio visual system functions, as required (i.e. daily reviews and system reboots, troubleshooting and resolving outages, training of end users, updates to software and firmware, as required).</li> <li>• Manage the Bank's wireless technology distribution and troubleshooting for basic phones services.</li> <li>• Manage the Bank's Building management Systems to maintain a pleasant working environment and temperature throughout both office locations.</li> </ul> <p>Procurement and Outreach</p> <ul style="list-style-type: none"> <li>• Monitor contractual obligations at the New York and New Jersey offices (i.e. Vehicle Lease, office technology and environment equipment lease and maintenance contracts, etc.).</li> <li>• Follow-up on outstanding receivables. Process receiving function using the Bank's Lawson purchasing system</li> <li>• Processing invoices.</li> <li>• Prepare riders to agreements, as required.</li> <li>• Act as liaison between Bank and its suppliers, maintaining appropriate supplier relations.</li> <li>• Assists Lawson Administrative team with Lawson system maintenance processes and testing of procurement systems</li> <li>• Partner with business groups and various stakeholders to identify requirements for purchasing of goods and services and vendors that can meet/exceed the requirements</li> </ul>
<p><b>Years of Experience:</b></p> <p><b>Job Qualifications:</b></p> <p><b>Salary Range:</b></p>	<p>A minimum of three years' experience in a progressive Facilities Management, Telecommunications, or Purchasing within a financial or Banking industry.</p> <p>Paid</p>
<p><b>Application Instructions:</b></p>	<p>Please email your resume to <a href="mailto:ana.monge-olivo@fhlbny.com">ana.monge-olivo@fhlbny.com</a></p>
<p><b>Application Deadline:</b></p>	<p>April 2, 2021</p>
<p><b>Your Contact Information (for our office records only):</b> (Include Name, Address, City, State, Zip, Phone Number, E-</p>	<p>Ana Monge <a href="mailto:Ana.monge-olivo@fhlbny.com">Ana.monge-olivo@fhlbny.com</a></p>

<b>mail Address)</b>	
<b>Company Website URL</b>	<a href="https://www.fhlbny.com/">https://www.fhlbny.com/</a>