Occupancy Planner

Job Description Summary: Planning of office and laboratory occupancy, based on day-to-day client requests for new or additional space, relocations, improvements to adjacencies, and business requirements; detailed programming of larger project initiatives.

Responsibilities:
Review every assigned request for space and every scheduled move for appropriateness and compliance with site and business unit master plans
Perform assigned space project studies and investigations at respective site(s)
Identify alternative space solutions and recommendations to meet requested needs and maximize the utilization of space; present to clients for their consideration and action

Conduct space planning of office and laboratory moves, planning and implementing the relocation of scientific laboratories and support facilities, including moving lab contents, instrumentation, glassware, chemicals and lab offices and office contents.

Identify facility/furniture modifications required to implement spatial solutions
Collaborate with project engineers/architects to develop budget estimates, and obtain funding approval
Monitor modification projects and report status to requester
Accept completed projects to satisfaction of requirements of scope, schedule and cost
Ensure that changes are properly documented and the facilities management system updated

Translate departmental headcount requirements into specific occupancy plans
Develop migration plans and sequencing required to deliver requested results
Coordinate and act as intermediary with clients and other team members to schedule moves
Oversee execution of move sequences by move management team
Translate departmental headcount forecasts into reservations of specific spaces, and periodically review and update space reserved for growth

Maintain accuracy of database of space inventory (type and size) and utilization (occupants and support)
Conduct periodic physical audits of space, occupancy and equipment deployment, and update database
Assess and report on utilization of lab and office space, and recommend optimization opportunities

Qualifications:
BA/BS degree in Architecture, Construction Management, Engineering, Interior Design, Real Estate or related field. Relevant and successful experience in space planning, project management or move management is a plus.

Broad knowledge of space planning and interior design principles, and working knowledge of facility & furniture systems, architectural methods and codes and industry standards and procedures. Excellent computer skills, including fluency in all MS Office suite applications, and the ability to quickly learn and effectively utilize various facility management software tools.
JLL OP&MM Posting Description

General working knowledge of research laboratory facilities, equipment and instrumentation, processes and procedures is a plus.

Demonstrated strong innovation, collaboration, organization, communications, influencing and analytical skills.

Easily manage multiple assignments simultaneously and exhibit a strong customer service orientation.