hotelAVE is offering an **Asset Management Associate** position in the areas of asset management, consulting, and acquisitions due diligence. This position reports to a Vice-President of Asset Management and requires a highly motivated and proactive individual with great flexibility and initiative who is eager to deepen his/her hotel asset management knowledge. Due to its size, our firm provides broad exposure to the entire project and experience working with high-profile and demanding clients. The main focus of the Asset Management & Consulting Associate is to support the Vice President in executing strategic asset management responsibilities by:

- Assisting in preparing operating reviews and strategic plans
- Conducting special projects/ROI analysis
- Monitoring key trends in the overall portfolio
- Underwriting hotel acquisitions

**About hotelAVE**

Hotel Asset Value Enhancement, Inc. (hotelAVE) is one of North America’s largest hotel real estate Asset Management and Advisory firms with $4.0B under management. hotelAVE’s clients are top-tier wall street firms, banks, insurance companies, opportunity funds, and high net worth individuals. Headquartered in Providence, RI hotelAVE works throughout the US and abroad.

**Responsibilities**

- Review and analyze monthly hotel financial statements; write standard monthly client report and maintain plans and actions.
- Analyze income statements or prepare other analyses related to maximizing revenues and minimizing expenses that lead to strategies to improve asset performance.
- Assist in developing successful strategies and decisions relative to ADRs, RevPARs, occupancies, daily expenses, etc.
- Monitor leases, management agreements, franchise agreements, etc. to protect ownership rights and ensure contract compliance.
- Develop financial models to evaluate investment returns on proposed capital projects and acquisition/developments.
- Collect market data and conduct benchmarking analysis.
- Abstract management and franchise contracts and monitor key approvals.
- Participate in re-branding analysis and management and franchise contract analysis.
- Participate in hotel site visits and market tours to obtain first hand knowledge of our hotels, competition and demand generators.
- Participate in regular onsite property reviews with the Portfolio Manager as well as in owner meetings.
- Assist in analysis of annual operating budgets.
- Produce ad-hoc analyses to evaluate the performance of hotel assets and seek out opportunities for greater efficiency and better performance.
- Assist in preparation of annual Asset Management Plan including valuation using company boilerplate.
- Maintain a database of all factors affecting markets and submarkets associated with the hotel portfolio, including demographics and changes in supply and demand.
- Identify issues and areas of opportunities for assets.
- Perform other reasonable duties as assigned.
Qualifications

- Minimum of Bachelor’s Degree or equivalent, preferably major in Hospitality Management and/or Real Estate Finance
- Outstanding record of academic achievement
- 1-3 years work experience in hotel real estate (such as feasibility, development or appraisal) and/or asset management
- Good financial acumen, understanding of hospitality finance & accounting
- Knowledge of the lodging and hospitality industry
- Interpersonal skills & Communication:
  - Strong ability to communicate clearly and concisely both verbally and in writing
  - Excellent writing skills
  - Ability to maintain absolute confidentiality and discretion in dealing with confidential and sensitive matters
  - Team player with good team spirit and positive attitude in dealing effectively with co-workers
- Personal attributes & interests:
  - Meticulous attention to details, thorough and quality focused
  - Results driven with strong sense of urgency
  - Creative and resourceful
  - Dynamic and proactive with a strong sense of initiative and willingness to take on new challenges
  - Strong quantitative and analytical skills
  - Strong problem-solving and organizational skills: Positive, creative, innovative approach to problem solving and the ability to exercise judgment and discretion
  - Demonstrated competence to adjust priorities, manage multiple tasks simultaneously in a time-sensitive and fast-paced environment, and meet tight deadlines
  - A self-starter with assertiveness who can work independently
- Work Requirements:
  - Strong ethical standards
  - Strong work ethics. Flexibility to work additional hours, including flexibility to work last minute over-time hours, if needed which is reciprocated with flexibility to manage personal life demands.
- Information Systems Skills:
  - Strong financial modeling skills and high degree of proficiency in Excel, knowledge of macros (such as VBA) a plus
  - High level of fluency in PowerPoint, Outlook, Word and Internet search engines
- Ability to travel

Benefits

- Medical and dental benefits offered to all employees
- Participation in the company’s 401K deferral plan
- Casual Dress

To apply for this position, please contact HR@hotelAVE.com

HotelAVE is an equal opportunity employer and does not discriminate based on race, color, religion, sex, or national origin