

# Hotel Asset Manager Job Description

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## **Duties and Responsibilities:**

- Carry out analysis and interpretation of revenue, demand generators, financial reporting, and management data regularly to assess the performance of hotel, and where necessary evolve short and long-term strategies to enhance performance
- Perform on-site property inspection and spot deficiencies in cleanliness, service levels, and property condition
- Prepare and deliver standard market and operations report weekly, monthly, and quarterly and ensure they are accurate and done timely
- Apply data from company benchmarking systems to improve operating results and best practices
- Maintain current information on demographics; change in demand and supply, and all markets that impact on the performance and positioning of hotel
- Make sure management and other agreements are complied with
- Review and analyze quarterly reporting and annual operating budgets, and provide assistance to finance and accounting team on monthly, quarterly, and annual reporting
- Conclude review on ongoing and detailed loss and profit statement reports on assigned assets
- Participate in development of hotel strategic plans with executive leadership team
- Record, track, and speak regularly to ensure performance of assigned assets or/and portfolio.

## **Hotel Asset Manager Requirements – Skills, Knowledge, and Abilities**

- Possess Bachelor's degree in courses such as hospitality, business, or finance. Having an MBA can give you an advantage, but not usually required

- More than 10 years of experience in hotel operations and asset management, including senior level positions in hotels
- Strong skills and ability to work with Microsoft applications, including Outlook, PowerPoint, Word, and Excel
- Strong knowledge of feasibility analysis, financial structures, and market
- Strong knowledge and familiarity with legal documentation, including easements, tenant lease, and eminent domain proceedings
- Strong ability to comprehend complex pro forma models
- Profound knowledge of property-level financial statements
- Strong working knowledge of capital expenditures and improvements
- Strong ability to organize and implement asset management procedures effectively
- Exceptional ability to reconcile priorities and perspectives involving hotel operations, brand position, and hotel ownership
- Proven ability to succeed in a team-centered, fast-paced, and result-driven environment
- Strong and effective communication skills, including oral and written communications
- Strong interpersonal relationship skills to effectively work collaboratively with other industry professionals
- Detail-oriented, self-motivated, result-driven, and well-organized individual
- Strong ability to provide innovative approaching to problem solving make the right decisions upon available information
- Creative individual with positive mental attitude
- Passing certain [job assessment tests](#) may be part of the recruitment processes for this role.