

VACANCY

MANAGER, HOTEL ASSETS

The primary role of this position is to preserve and protect ownership rights, mitigate risks and implement strategies to enhance the performance as well as optimize investment returns.

DUTIES & RESPONSIBILITIES:

1. Actively monitor the competitive market, track occupancy rate, market trends and new properties being considered for development
2. Monitor demand generators for significant increases/decreases
3. Work with hotel operators to develop sales and revenue management strategies, drive improved performance, and maximize asset value
4. Inspect the facilities, meet with management and tour the market areas and competitive set of hotels
5. Effectively interact with support departments including but not limited to Finance, Capital Projects, Real Estate and Legal to ensure a consistent understanding of the performance and any potential issues of the hotel
6. Review, understand and ensure compliance of management agreements
7. Work with the Capital Projects division to evaluate physical condition and anticipated capital requirements
8. Ensure legal compliance
9. Benchmark operations against comparable properties and effectively communicate ownership expectations to property management
10. Review proposed budgets, marketing plans and operating plans for compliance with ownership's expectations
11. Identify, analyze and implement opportunities for increased revenues and expense savings
12. Facilitate approval of budgets, marketing plans and operating plans by ownership
13. Review spending requests for compliance with capital budget
14. Evaluate impact on profitability/ value from discretionary expenditures
15. Advise ownership as to management issues by evaluating operator strengths and weaknesses
16. Review industry trends that may affect the property
17. Prepare monthly, quarterly and year-end summary reports for senior management and the Board
18. Comply fully with and ensure adherence to the Company's operating policies and procedures, safety policies and procedures, statutory requirements and state agencies practices and procedures
19. Perform any other related job duties

MINIMUM REQUIREMENTS:

1. Degree in Hotel Management, Real Estate Asset Management or other similar qualification
2. ACCA Level II or higher, CPA or equivalent accounting degree
3. A master's degree in Business Management or similar qualification from a recognized University
4. At least five (5) years experience of which (3) should be at a senior level
5. Proficient in Microsoft Outlook, Excel and Word

Or any equivalent combination of qualification and experience

KNOWLEDGE, SKILLS & ABILITIES:

1. Strong analytical and financial skills
2. Knowledge of hotel industry will be an asset
3. Strategic Thinker
4. Proactive and strong entrepreneurial skills
6. Results Focused and strong analytical skills
7. Ability to understand financials and budget analysis
8. Team Player
9. Flexible and highly responsive in a dynamic environment
10. Strong Communications, Presentation and Interpersonal Skills
11. Customer Focused and Solutions Oriented

All interested qualified applicants should submit their resumes by **16 th August, 2017** to careers@eteck.co.tt

OR mail to: Evolving TecKnologies and Enterprise Development Company Limited

Manager, Human Resources & Administration

Flagship Building, 9-15 e Teck Blvd.,
Tamana InTech Park

Only suitable applications will be acknowledged.