



Westmont Hospitality Group

POSITION DESCRIPTION

Director Asset Management – U.S. Full-Service Hotel Portfolio

Westmont Hospitality Group

5847 San Felipe, Suite 4600

Houston, Texas 77057

PH: 713-782-9100

www.whg.com



Westmont Hospitality Group

COMPANY OVERVIEW

Westmont Hospitality Group, one of the world's largest privately held hospitality organizations, owns and/or manages over 250 hotels in North America, Europe, Asia, and Africa. Westmont maintains strategic alliances with many leading private equity firms and home offices and has developed important relationships with the major hotel brands, including Hilton, Marriott, Hyatt, InterContinental, ACORE, Leading Hotels of World, and Preferred Hotels. Westmont's success is built on a no-boundaries, performance driven management philosophy. Employees are motivated, hard-working professionals that average decades of experience in the industry. Westmont's primary U.S. offices are located in Houston, Los Angeles, Columbus, and New York.

POSITION DESCRIPTION

Position Title: Director Asset Management

Company: Westmont Hospitality Group

Position Location: Houston, TX (preferred)

The Director Asset Management will be a key member of the Asset Management team with responsibility for developing and enhancing the value of a portfolio of full-service hotels located in the U.S. The Director's key responsibilities and requirement will include:

RESPONSIBILITIES

- Maximize asset performance by focusing on financial performance, market positioning, and capital deployment at the hotels in the portfolio:
 - Financial Performance – Assist in the preparation and review of annual operating budgets to align performance with Underwriting. Review monthly financial statements and make recommendations to hotel management teams with regards to revenue strategies and cost control initiatives to ensure achievement of budgeted results. Monitor monthly cash flow and partner distributions.
 - Market Positioning – Work with management teams to implement sales and revenue strategies to achieve growth in RevPAR share in local market. Monitor competitive set product quality and brand contribution.
 - Capital Deployment – Organize, plan and manage hotel renovation programs developed during Underwriting. Identify and implement profit improving projects. Supervise third party project management, architecture, and interior design firms. Assist in the preparation and approval of annual capital budgets. Monitor FF&E reserve funds and major repair and maintenance projects at the hotels.



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- Develop a strong working relationship with the individual hotel management teams and corporate management teams in operations, accounting, sales, revenue management, and engineering to achieve results.
 - Monitor guest satisfaction metrics, brand audits, and employee opinion surveys. Benchmark operating results.
- Build long term relationships with equity partners, brand representatives, lenders, ground lessors, and various consultants.
 - Prepare and present monthly and annual financial reports and business plans to joint venture partners and Westmont's Board of Directors.
- Assist the Hotel Acquisition and Treasury teams with acquisitions, dispositions, and refinancing transactions.
 - Develop and implement the business plans developed during hotel acquisitions.
 - Make hotel disposition and refinancing recommendations. Monitor hotel transactions in the local competitive sets.
- Negotiate and ensure compliance with hotel management agreements, franchise license agreements, property improvement plans, retail leases, and loan agreements.
- Manage fixed costs, including property tax appeals, insurance renewals, and various leases.

REQUIREMENTS

- Bachelor's degree in hospitality management, real estate, finance or related field. Master's degree in hospitality management, real estate, business management or related field is considered a plus.
- Three to five years of experience in hotel management, preferably in the areas of asset management, financial analysis, or operations.
- A results-oriented professional with a track record of managing multiple projects and deadlines.
- Ability to work independently and as part of team.
- A leader who enjoys building relationships and managing people and processes both within and outside an organization to move projects forward.
- Creative negotiator who focuses on finding solutions.
- Strong financial and analytical skills in the areas of investment analysis, real estate finance, and feasibility studies. Advance knowledge of Excel.
- Excellent verbal and written communication skills
- Capacity to travel as needed to conduct hotel on-site reviews, attend meetings, and oversee projects and initiatives.



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CONTACTS

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