

Atrium Holding Company

Position Description

Senior Analyst, Hotel Investment & Asset Management

Department: Hotel Investment & Asset Management
Reports to: Vice President, Asset Management
Location: Phoenix, AZ

SUMMARY OF COMPANY:

Atrium is one of the largest private owners of full-service hotels in the United States. Based in Phoenix, Atrium Holding Company owns 85 hotels located in 29 states, among other hospitality and real estate interests. Atrium's hotel portfolio consists of major brands, including Hilton, Marriott, and IHG, as well as independent hotels. Atrium Holding Company owns Atrium Hospitality, based in Alpharetta, GA, the management company responsible for sales, revenue, and operations at most of Atrium's owned hotels.

SUMMARY OF POSITION:

The Senior Analyst, Hotel Investment & Asset Management will support the Hotel Investment Management & Asset Management department with investment analyses and hotel asset management duties. The candidate will have direct interaction with senior management and will be an integral component of Atrium Holding Company's hotel transaction activity to include acquisitions, dispositions, ROI analysis and asset management functions. The Senior Analyst will also work closely with Atrium Hospitality's Feasibility Department to opine on proformas, gather data, and track initiatives. Some travel to Alpharetta, Georgia may be required to cross train between the respective teams.

As the incumbent gains experience managing various projects, this role is designed to grow into an individual who takes lead in investment transactions with Atrium Holding Company's portfolio of assets.

KEY RESPONSIBILITIES:

- Prepare hold vs sell analyses on existing hotels in the portfolio.
- Complete underwriting utilizing proformas developed by internal management company.
- Assist in the preparation and presentation of investment memorandums and deal summaries.
- Assist in transactions (acquisitions, dispositions, refinances)
- Analyze performance trends and monitor hospitality industry and real estate market developments.
- Create and maintain portfolio reporting and financial analysis tools, such as dashboard reports, monthly critiques, strategic plans, budget analysis, and ROI models.
- Review monthly financial reporting package from management company and identify areas of concern as well as areas of superior performance.
- Perform necessary ad-hoc analyses to further support the asset management team's objectives.

EDUCATION/EXPERIENCE:

- Four-year degree with preference in Hospitality Real Estate, Finance/Business Analytics, or Hospitality Management. Emphasis placed on financial analysis and problem-solving skills.
- At least 1-4 years analyst experience in hotel finance, hotel feasibility, or hotel valuation

REQUIRED SKILLS:

- Understanding of real estate valuation methodologies including IRR and DCF analyses

- Problem solving and critical thinking skills.
- Advanced level of proficiency in Excel.
- Resourceful self-starter that is organized and task oriented.
- Effective communication and interpersonal skills.
- Confident, enthusiastic, and entrepreneurial.
- Sensitivity to and respect for the confidential nature of the subject matter of the job and the department.