Westmont Hospitality Group

POSITION DESCRIPTION

Associate Director, Acquisitions

U.S. Full-Service Hotels

Westmont Hospitality Group

5847 San Felipe, Suite 4600

Houston, Texas 77057

PH: 713-782-9100

[www.whg.com](http://www.whg.com)

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 in Houston, Los Angeles, Columbus, and New York.

POSITION DESCRIPTION

Position Title: Associate Director Acquisitions

Company: Westmont Hospitality Group

Position Location: Houston, TX

The Associate Director Acquisitions will be a key member of the Acquisition team with responsibility for acquiring all types of hotels located in the U.S. The Associate Director’s key responsibilities and requirement will include but not be limited to:

**Essential Job Functions:**

• Conducting detailed market analyses for new portfolios, and individual acquisition opportunities

• Working on the underwriting, due diligence, and execution of hotel acquisitions presenting findings to the investment committee and our partners

• Working closely with division leaders (Operations, Asset Management, Accounting) to transition new hotels and develop relationships with existing and new key institutional partners

• Perform other duties as requested by management

**Position Requirements:**

• Bachelor’s degree required, preferably in Finance, Real Estate, Business or Hospitality; MBA is a plus, but not required

• Minimum -2- 4 years of experience in real estate or hotel acquisitions and development; Prefer experience at the Senior Associate level.

• Some knowledge and/or experience in various US hotel transactions, including but not limited to insurance, tax, permitting, zoning, liquor licenses and capital expenditures for renovations is highly desirable

• Exceptionally strong Excel-based financial modeling skills as well as proficiency in MS Word and PowerPoint

• Strong analytical, problem solving, and decision-making skills

• Demonstrated track record with external client relationships

• Superior presentation as well as verbal and written communication skills

**Work Environment:**

• Extended work hours may be required as needed and determined by deal flow

• Occasional travel to managed properties and potential investment properties

CONTACT

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Human Resources

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