



Business Title: Asset Manager
Business Vertical: Asset Management & Hospitality
Location: Work from Office: Downtown Atlanta, GA

Founded by famed architect John Portman in the 1950s, Portman is a privately owned national real estate investment, development, and management firm focused on delivering premier quality office, hospitality, residential, industrial, and mixed-use projects prioritizing occupant experience through first-class execution. The diversified, full-service company has developed over 72 million square feet of landmark real estate assets. Currently, it has over 27 projects in development throughout eleven markets across the country, employing an unequalled pedigree of experience, industry knowledge, and commitment to excellence. Portman has established a successful global network and has a proven track record with the world's top financial institutions. Teams in the company's national offices seamlessly connect to develop, finance and manage a diverse portfolio in the US's critical strategic and emerging markets. Portman Holdings continues to succeed through an investor, partner, and client relationships that deliver exceptional real estate assets and innovative, experiential places. For more information, visit www.portmanholdings.com.

SUMMARY

Reporting to the Executive Vice President of Asset Management & Hospitality. This role consists of delivering the business objectives in various stages in asset management & hospitality business lifecycles. The position is matrix-oriented, supporting all Asset Management & Hospitality team levels.

Responsibilities:

- Asset Strategy & Performance
- Drive performance and maximize the value of the operating portfolio of hospitality, office, retail, and mixed-use assets
- Work with the executive team and property management to build and execute business plans through annual budgeting, forecasting, financial review, and benchmarking.
- Evaluate and negotiate new leases that are accretive to asset value
- Evaluate and implement ROI projects
- Direct financial reporting process and serve as a day-to-day point of contact for lenders, investors, and other internal and external stakeholders
- Investment Strategy & Transactions
- Provide a variety of financial analyses, including cash flow forecasting, hold/sell analysis, lease analysis, covenant modeling, and valuations to inform investment decisions
- Lead due diligence efforts and assist in the closing of capital events, including dispositions, refinances, and partner buyouts

Development

- Perform market research and leverage insights from the operating portfolio to assist the development team in the underwriting of new development opportunities
- During closing and construction, work in coordination with the development team to inform critical decisions and position assets for operational success.

REQUIRED EDUCATION, KNOWLEDGE, SKILLS & ABILITIES

- A degree in real estate, finance, hospitality, or similar fields, preferred
- 5+ years of experience in the asset management of the institutional real estate, with hospitality exposure strongly preferred
- Demonstrated understanding of hotel operations and investments
- Strong financial modeling abilities
- Proficiency in Microsoft Office, particularly Excel
- Strong working knowledge of ARGUS
- Excellent organizational skills with the ability to plan, prioritize, and manage multiple tasks
- Ability to work independently with minimal direction and oversight
- Travel required up to 25% with an overnight stay

Portman is deeply committed to building a workplace and global community where inclusion is not only valued but prioritized. We're proud to be an equal opportunity employer seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, veteran status, or any other non-merit based or legally protected grounds. Portman is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process.