



Westmont Hospitality Group

POSITION DESCRIPTION

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

POSITION DESCRIPTION

Position Title: Associate Director Asset Management

Company: Westmont Hospitality Group

Position Location: Houston, TX (preferred)

Reporting: Senior Director Asset Management

The Associate Director Asset Management will be a key member of the Asset Management team:

- Actively asset managing a portfolio of full-service hotels located in the U.S.
- Providing analysis and monthly reporting preparation, preparing ad hoc presentations, and completing projects to support the asset management team.

The Associate Director's key responsibilities and requirements will include:

RESPONSIBILITIES

- Optimize 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. 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 – Monitor revenue strategies to achieve growth in RevPAR share in local market, competitive set product quality and brand contribution.
 - Capital Deployment – Organize hotel renovation programs. Identify and implement profit improving projects.



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- Maintain asset summaries, loan summaries, and investment models.
- Prepare monthly ownership reports and compile annual business plans and presentations.
- Assist in the preparation and approval of annual capital budgets. Monitor FF&E reserve funds and major repair and maintenance projects at the hotels.
- 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.
- Assist the Hotel Acquisition and Treasury teams with acquisitions, dispositions, and refinancing transactions.
- 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 a plus.
- Two to three years of experience in the lodging industry, 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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