

**HOSPITALITY ASSET MANAGER**

**Summary:**

The Hospitality Asset Manager, located at our headquarters in Glen Mills, PA, will assist with managing the hospitality portfolio for Roch Capital, with a primary focus on key metrics and reporting. The individual will also assist with asset strategic planning, major capital projects and work with internal and external property managers to review, evaluate and improve asset performance.

**Key Responsibilities:**

* Identify key metrics for each of the hotel properties in the portfolio and be able to track and monitor these metrics on a regular basis.
* Analyze financial statements regularly to control expense levels and identify areas of improvement.
* Effectively prepare reporting packages to deliver these reports to ownership in a concise and informative manner.
* Work with Company management to establish asset specific strategies that produce long term growth in asset value and cash flow.
* Oversee third party property managers (and in certain cases internal property managers) to meet financial and strategic property plans.
* Monitor asset performance including Revenue, NOI, cash flow and asset values and progress towards achieving asset strategies.
* Work with acquisitions team to provide input on underwriting assets, perform due diligence and evaluating assets for potential disposition. Work on property closings and initial set up of assets upon acquisition.
* Be the owner representative on issues associated with venture partners, lenders, and vendors.
* Maintain industry contacts and relationships across the portfolio’s local markets and nationally through peers, competitors, vendors, brands, and real estate associations.
* Complete regular tours of the property to ensure proper maintenance of the property and efficient and effective performance of staff and third party providers.

**Education and Experience:**

* Bachelor’s level degree in Business or a related field required.
* Minimum of three years demonstrated real estate experience, with experience working on hotels required and preferably experience in an accounting related role.
* Ability to think and act strategically, with experience analyzing investment decisions
* Strong negotiation, analytical and interpersonal skills are essential. Ability to work independently.
* Background in reviewing financial reports and communicating results.
* Experience analyzing competitive market information and establishing performance benchmarks.
* Must have a true entrepreneurial spirit, and desire to excel.