



Asset Management Associate Job Description

About Newbond Holdings

Newbond Holdings is a real estate and hospitality-focused investment platform focused on debt and equity positions across multiple real estate product types, as well as investments in related operating businesses and technology platforms. As a vertically integrated operating and investment platform, Newbond is uniquely positioned to create significant value beyond the typical investment process through creative structuring, operations, and the development of single and multiple-asset brands. For more information, visit www.newbond.com

Overview

The Asset Management Associate position is a critical part of the Newbond team that oversees a leading portfolio of owned and third-party owned upper-upscale and luxury full-service hotels in major US markets. This position works closely with the Newbond Asset Management team, hotel operators, brands, partners, lenders and other third parties with the goal of maximizing value. The Associate will be responsible for developing, communicating and managing critical path initiatives for each hotel. This position works closely with the Asset Manager to oversee a portfolio of hotels. The full-time job will be based in the San Francisco and will be predominantly in office at the hotels in Union Square.

Responsibilities

- Assist with defining and prioritizing strategic and operational objectives that can be tracked and accomplished by completing various initiatives and tasks (critical path).
- Work closely with the hotel teams and management company representatives to accomplish objectives.
- Interact with brand managers and franchise companies on a range of issues, including QA and PIPs.
- Communicate performance updates and other information to partners, third-party owners, and lenders.
- Participate in the operating budget negotiations with managers.
- Assist in developing and overseeing capital budgets, including individual projects and renovations.
- Review and monitor hotel financials, AP, AR, operating projections, and cash flow projections for working capital and cash management purposes.
- Monitor pace, pickup, channel mix, trends, online presence, and marketing initiatives; provide recommendations to the asset manager and hotel teams.
- Participate in the creation of monthly, quarterly, and annual financial reporting to partners, third-party owners and lenders.
- Produce weekly and monthly Dashboards that provide performance updates for internal and external decision making.

- Utilize data analysis to identify new initiatives and achieve objectives; complete ad hoc analyses and other tasks as requested.
- Track lodging industry performance and comparable transactions across various markets throughout the United States.
- Assist in refinancing, recapitalization, and disposition processes as needed.

Qualifications

The ideal candidate has 2 to 5 years in the industry and experience in the following areas:

- Prior experience working on a hospitality portfolio preferably in a private equity or REIT environment
- Analyzing hotel financials and industry reports and developing direction for improvement.
- Understanding of hotel demand generators and economic indicators.
- Strong skills in Excel (including use of macros and VBA), Word, PowerPoint and Adobe.
- Competency in operations, finance, and capital investments to enhance asset value.
- Best-in-class analytic and modeling skills with strong competency in written and oral communication.
- Track record of managing projects and meeting deadlines.
- Motivated self-starter that can thrive in an entrepreneurial environment
- Strong instincts and working knowledge of property-level reports.
- Familiarity with hotel systems, structure, and reporting; capable and confident in providing direction to hotel teams.
- Undergraduate degree with preferred course curriculum in business, hospitality, or finance.

Successful associates should have a strong interest in hotel real estate investment and asset management. The ideal associate is responsible, takes initiative, and works well independently and within a team. The person should be a self-starter with a strong work ethic, intellectually sharp and curious, and possess a willingness to collaborate across business lines and portfolios. This position reports directly to the Senior Vice President and has regular interaction with Partners.

The firm is seeking candidates based in or willing to relocate to San Francisco who will work with our San Francisco based team to maximize performance and value of the hotels we own and oversee for third-parties. The candidates may participate in or be exposed to other activities such as acquisition and disposition due diligence, portfolio analysis, and debt underwriting. A qualified candidate will have the opportunity to be part of a highly regarded entrepreneurial organization with deep experience in hotel operations and investments that provide significant opportunities for learning, growth and professional development. This unique position allows for involvement in all aspects of the investment life cycle working with the most complex of assets and a highly skilled team.

Compensation

Total compensation will be competitive and commensurate with experience. Compensation includes a bi-monthly base salary and a minimum bonus paid annually.

Contact

Interested candidates may apply online or send their resumes to aagarwal@newbond.com