



Atrium Holding Company

Position Description
Analyst, Investment Management

Department: Investment Management
Reports to: SVP, Investment Management
Location: Phoenix, AZ

SUMMARY OF COMPANY:

Atrium is one of the largest private owners and operators of full-service hotels in the United States. With offices in New York, Phoenix and Atlanta, Atrium owns 83 hotels located in 29 states, among other hospitality and real estate interests. Atrium's hotel portfolio carries major brands, including those of Hilton, Marriott, and IHG.

SUMMARY OF POSITION:

The Analyst, Investment Management will support the Investment Management department with hotel investment analysis and hotel asset management duties. The candidate will have direct interaction with senior management and will be an integral component of Atrium Holding Company's investment and asset management processes.

As the incumbent gains experience managing various projects, this role is designed to grow into a role to take a lead in investment transactions with Atrium Holding Company's portfolio of assets. The individual will be part of a larger investment management and asset management team that is responsible for creating value for the entire Atrium Holding Company portfolio through aggressive asset and investment management techniques.

KEY RESPONSIBILITIES:

- Assist in the preparation and presentation of investment memorandums and deal summaries.
- Run valuation models and hold analyses on existing hotels in the portfolio and underwrite prospective investment proforma's for the potential acquisitions.
- Analyze performance trends and monitor hospitality industry and real estate market developments.
- Perform necessary ad-hoc analyses to further support the asset management team's objectives.
- Review monthly financial reporting package from management company and identify all areas of concern as well as areas of superior performance.

EDUCATION/EXPERIENCE:

- Four-year degree with degree preference in Hospitality Real Estate, Finance/Business Analytics, or Hospitality Management. Emphasis placed on financial analysis and problem-solving skills.
- Prior analyst experience in hotel finance and/or commercial real estate industries is a plus.

REQUIRED SKILLS:

- Working knowledge of hotel finance, analytics, or operations.
- Problem solving and critical thinking skills.
- Advanced level of proficiency in Excel.
- Resourceful self-starter that is organized and task oriented.
- Effective communication and interpersonal skills.
- Confident, enthusiastic, and entrepreneurial.
- Sensitivity to and respect for the confidential nature of the subject matter of the job and department.