



## **Asset Manager – Corporate Real Estate Argentina**

Qualified candidates should submit their resume and cover letter to Kate Waggoner at [kate.waggoner@energyreco.com](mailto:kate.waggoner@energyreco.com).

### **GENERAL SUMMARY**

Using knowledge of the industry, work with the management company of a single user hotel in an advisory role to help coordinate efforts between the Hotel users and the third-party management company including, but not limited to:

- Review operating agreement and understand camp operator responsibilities. Work with third party manager to develop process and procedures as necessary to ensure the hotel operator is meeting daily, weekly and monthly obligations.
- Assist in reviewing monthly invoices from operator, ensure accuracy and timeliness in all reporting
- Provide suggestions to ease and improve the hotel operations
- Provide training for the management team, as needed
- Ensure key compliance and safety requirements are always met
- Ensure key performance metrics are always met and sustained
- Carry out analysis and interpretation of revenue, demand generators, financial reporting, and management data regularly to assess the performance of hotel, and where necessary evolve short and long-term strategies to enhance performance
- Perform on-site property inspection and spot deficiencies in cleanliness, service levels, and property condition
- Prepare and deliver standard market and operations report weekly, monthly, and quarterly and ensure they are accurate and done timely
- Apply data from company benchmarking systems to improve operating results and best practices
- Maintain current information on demographics; change in demand and supply, and all markets that impact on the performance and positioning of hotel
- Make sure management and other agreements are complied with
- Review and analyze quarterly reporting and annual operating budgets, and provide assistance to finance and accounting team on monthly, quarterly, and annual reporting
- Conclude review on ongoing and detailed loss and profit statement reports on assigned assets
- Participate in development of hotel strategic plans with executive leadership team
- Record, track, and speak regularly to ensure performance of assigned assets or/and portfolio.
- Other duties as assigned

### **QUALIFICATIONS**

Prior experience in hospitality

## **ADDITIONAL REQUIREMENTS/SKILLS**

- Fluent in both English and Spanish
- MS Office Suite

## **COMPANY OVERVIEW**

Energy Real Estate Solutions (ERES) is focused on providing clients in key energy markets with a “one-stop-shop” for all real estate services. Our deep knowledge of both the energy and real estate industries differentiates us, and our boots-on-the-ground approach helps us provide clients with hands on, high quality service. Although we are a relatively new company, ERES has been recognized with numerous awards for excellence in our field and in the locations where we do business. In addition, we are experiencing significant growth which has yielded expansion into new markets and broadening of our suite of services. Visit [www.energyreco.com](http://www.energyreco.com) to learn more.

## **EEO STATEMENT**

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran’s status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.