Position Description

Position Title:	Revenue Management Analyst

Job Summary:

The primary responsibility of this position is to assist in gathering critical data for all departments in the hotel. This data includes, however is not limited to, market by market economic research, competitive assessment research, distribution channel effectiveness, sales/marketing program implementation and follow-up on all actions for: Revenue Management efficiency Audits, Forecast Implementation and Revenue Strategies.

Qualifications

Education   High school diploma or equivalent. College background helpful.

Experience   2 years previous work experience within the Revenue Management and Reservations area preferred.

Essential Functions

Average Percent of Time

40	%	Collect, gather, generate and distribute critical data such as market research, distribution channel breakdown/efficiency and audit activity/follow-up.
15	%	Monitor and analyze the competition weekly through competitive shops, internet, news reports to identify selling strategies and emerging trends.
15	%	Accurate preparation and distribution of collected data for all Revenue Management Meetings.
10	%	Assist in building reports, spreadsheets, and powerpoints.
10	%	Effectively communicate and support the Revenue Management team on a daily basis.
10	%	Gather data to keep track of all primary goals and indices.

Job Requirements

Skills
- Excellent oral and written communication skills.
- Excellent organization skills.
- Adaptable to schedule changes.
- Strong interpersonal skills and possession of a full understanding of professional business ethics, decorum and social skills.

Abilities
- Ability to perform critical analysis.
- Ability to work well under deadline pressure.

Other
- Career planning should include a progressive revenue management career.