



Manager of Analysis and Reporting –Stamford, CT

Company Description

Club Quarters is a privately-held company operating membership-based corporate hotels in major US markets and the London. The company has been in business over 20 years and is expanding its portfolio.

Club Quarters builds and operates full-service hotels in prime city-center locations for the use of member organizations. Member organizations include Fortune 500 corporations, professional firms and government agencies. Since opening its first hotel, Club Quarters has continued to extend its successful business model as a premier provider of corporate hotels, allowing non-members to book rooms and other hotel facilities on weekends and holiday periods when not used by members. For more information, visit the company website at: <http://clubquarters.com/>

Purpose: This position is responsible for providing insight on current performance and future opportunities.

Location: Stamford, CT

Job Scope:

- “Own” reporting across all major business functions of the organization and highlight unanticipated trends and anomalies.
- Develop reporting tools to optimize the business through analysis of key metrics.
- Review variances at corporate level and in the field
- Manage the capital budget
- Proactively identify challenges in our core business and recommend corrective action
- Streamline review of data so key opportunities can be seen earlier, actions taken faster and more effectively

Knowledge, Skills & Experience Required

- 2+ years relevant experience in a financial or analytical role with hotel/hospitality experience required. Experience in M&A or private equity highly advantageous

- Superior strategic problem solving and creative thinking, with strong financial acumen and excellent analytical skills. Experience building financial models required
- Track record of getting things done without getting “caught in the weeds”
- Self-motivation and entrepreneurship, with an appetite for working in a low-structure environment and the drive to dig deeper for the root cause of problems
- Strong communication skills (written & oral) with the proven ability to collaborate effectively and work well in a team environment and with all levels within the company
- Demonstrated ability to work well under pressure, meet deadlines and manage multiple tasks and competing priorities.
- Excellent Microsoft Office skills (Excel, Word)
- Flexibility to travel as required
- Exceptional work ethic and drive

HOW TO APPLY:

Interested candidates should email resume and cover letter to **recruit.search@gmail.com**, attention: Ms. Liz Cohen, Associate, Executive Search