

Job Description: Feasibility Analyst - Development

Title:	Feasibility Analyst – Development
Classification:	Exempt
Hours/Travel:	Core hours as set by the office/travel as needed
Reports to:	Head of Feasibility (based in Hong Kong)
Location:	Regional Office, Atlanta
Date:	March 2017

SUMMARY:

This position supports the Development Team with the analysis and research needed to continue the development of Hotels and Residences. This role is critical to ensuring the Development team can focus on maintaining a strong development pipeline, as well as supporting the execution of hotel acquisition and development deals in a fast-paced/changing environment.

ESSENTIAL FUNCTIONS:

- Prepare financial modeling
- Conduct financial and operational analysis (leverage various reports, systems, internet, etc.) as needed for input to development projects
- Gather operating data and research industry trends
- Liaise with internal teams (regional offices, hotels, corporate office) as well as external associates and clients
- Assist in due diligence processes, in coordination with multiple internal stakeholders and departments
- Maintain development documents on Intranet
- Communicate Mandarin Oriental Hotel Group announcements to existing / potential owners of new projects
- Assist in the preparation of high quality reports and PowerPoint presentations
- Oversee the centralization of all project information, including, presentation materials, agreements, due diligence reports and other documentation
- Support the enhancement of the development team's processes and procedures
- Present findings in professional report format (as input to senior leader decision-making)

COMPETENCIES/SKILLS:

- Modelling skills (particularly financial projections)
- Strong analytical and advanced Excel skills
- Understanding of investment return analysis is an advantage
- Proficient in Microsoft Office tools (Word, Power Point, Excel)
- Maintains strict confidentiality of all colleague and company data
- High attention to detail
- Demonstrates accuracy and thoroughness and monitors own work to ensure quality
- Self-starter, solution-oriented
- Ability to prioritize, perform multiple duties and track projects
- Ability to meet deadlines and work well under pressure
- Ability to work well within a diverse corporate environment
- Ability to communicate well with several levels of colleagues
- Adapts to changes in the work environment, manage competing demands and is able to deal with frequent change, delays or unexpected events

SUPERVISORY RESPONSIBILITIES:

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- None

EDUCATION AND EXPERIENCE:

- Bachelor's degree (Finance, Economics, Accounting, or Hospitality preferred)
- 3+ years analytical role with demonstrated modelling skills
- Experience in the hotel/residence industry, in the capacity of development/acquisition is preferred

WORK ENVIRONMENT, PHYSICAL/VISUAL ACUITY REQUIREMENTS:

- This position is not substantially exposed to adverse environmental conditions; this is a typical office/administrative position, sedentary work.
- This position requires have close visual acuity to perform activities such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

PHYSICAL ACTIVITY (CONSTANTLY, FREQUENTLY, OCCASSIONALLY, RARE):

Physical Activity	Frequency
Climbing	Rare
Balancing	Rare
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Crawling	Rare
Reaching	Occasionally
Standing	Frequently
Walking	Frequently

Physical Activity	Frequency
Pushing	Occasionally
Pulling	Occasionally
Lifting	Occasionally
Fingering	Constantly
Grasping	Occasionally
Feeling	Occasionally
Talking	Constantly
Hearing	Constantly
Repetitive Motion	Constantly

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

SIGNATURES:

The colleague signature below constitutes the colleague's understanding of the requirements, essential functions and duties of the position.

Colleague signature	Print Name	Date
Supervisor Signature	Print Name	Title
		Date

Equal Employer Opportunity statement:

Mandarin Oriental Hotel Group provides equal employment opportunities (EEO) to all colleagues and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Mandarin Oriental Hotel Group complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Mandarin Oriental Hotel Group expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Mandarin Oriental Hotel Group's colleagues to perform their job duties may result in discipline up to and including discharge.