

Overview:

The Revenue Analyst is integral to the success of the Hotel's Revenue Management team. The position will be responsible for the preparation of revenue reports that will assist the Director of Revenue in implementing the Hotel's yield strategies. In addition, the Revenue Analyst will be required to review and analyze reports such as Market Vision, STAR, Hotel Intelligence and other measurement tools and present revenue opportunities for the hotel.

Responsibilities:

- Accurate preparation and distribution of daily, weekly, monthly revenue reports. The reports include market segmentation analysis, production reports, source contribution analysis, daily pick-up reports, preferred guest program analysis, etc.
- Assist with ensuring all rates are loaded and inventory maintenance is correct.
- Perform audits and maintenance on all systems such as PMS, CRS, RMS, and Sales & Catering Systems to ensure content and information is correct.
- Communicate strategies and procedures to other departments as required.
- Maintain group pick-up reports and communicate with Sales regarding upcoming groups cut-offs.
- Must be knowledgeable of all rates, room types, and hotel product.
- Participate in weekly revenue management meetings.
- Prepare Revenue Management Report information for all related meetings.
- Monitor and analyze the competition daily / weekly through shop reports and the Internet to identify selling strategies and market trends.
- Act as the Director of Revenue in their absence
- Assist in preparing short and long term forecasts.
- Provide administrative support for the Revenue Management Team.
- Review and analyze reports such as Market Vision, STAR, Hotel Intelligence and other measurement tools and present revenue opportunities.
- Audit & update third party commissions on a bi-weekly basis.
- Handle guest calls and follow ups, manage reservation emails and booking inquires.
- Manage third party reconciliations, including but not limited to: Expedia, Booking.com, StayWanderful.
- Manage daily reservation arrivals and departures.