

## 1834 Hotels – Revenue Manager (Full Time)

### Position Objectives:

As part of the 1834 Hotels Revenue & Distribution Team, this role focusses on yield and revenue management for the group of hotels within our 1834 network. Providing specialist revenue support, analysis and recommendations for the managers at property level and the 1834 Executive Team.

### Key Responsibilities:

- Track and review booking pace via the pickup reports of all hotels in the group on a regular basis, ensure the data is entered on time, and query any major changes or suspected errors with the relevant property
- Reforecast each property for the next four months on a monthly basis, using information from current and past pickup reports, pickup trends, and in context to both last year and budgeted expectations
- Manage all aspects of competitor intelligence and benchmarking using STR Global, and ensure the data is being entered on time at property level
- Review daily and monthly the performance of each property compared to their comp set and/or market, using STR reporting tools
- Provide training and support to key team members in the Revenue Management Systems and/or Rate Shopping Tools used at each property
- Regularly review competitive rate positioning, and provide recommendations and feedback to the property managers where necessary
- Provide and recommend the overall revenue strategy for each month to the property managers and develop a guide to what each strategy means and what actions could be taken to achieve (in addition to moving BAR)
- Identify shortfalls in existing revenue management tools, systems & reports and work to improve/develop existing or research and propose alternatives to improve productivity and efficiencies at group and property levels.
- Monitor group business held at each property, and work with Operations Managers and hotel managers to ensure room reviews and releases are actioned in a timely manner, thus ensuring we keep control of our inventory at all times and can rate position and forecast accordingly
- Coordinate and run monthly revenue catch-ups/phone calls with each property
- Attend and contribute to weekly departmental meetings, and monthly 1834 Hotels' meetings
- Produce future rate planning grids for the next 18 months and assist hotels in loading this in their PMS
- Analyse and present financial data that will help the Sales & Marketing teams to make well-informed decisions about potential new business, upcoming campaigns and the markets in general
- Provide additional high quality and insightful reporting and analysis when directed and where identified as necessary
- Travel to each of the properties on a regular basis (as determined by the DoRD) and have dedicated meetings to review their revenue performance

- Be involved in the annual budgeting, planning and rate contracting processes as directed by the DoRD.
- For newly acquired properties, work with the Distribution Manager to review existing yield and pricing strategies and then formulate a revenue action plan to implement our group standard reporting tools and distribution.
- Assist the Distribution Manager and relevant Operations Manager in rolling out PMS and other systems' cutovers
- Keep up-to-date with the latest industry and hotel developments in revenue management, and provide any relevant recommendations to the 1834 R&D Team
- Actively complete training courses and attend relevant workshops and conferences from the ARMA and other industry providers, as directed by the DoRD

**Organisational Relationship:**

- Reporting directly to the Director of Revenue & Distribution (DoRD) Working closely with the 1834 Hotels Distribution Manager and other Revenue Manager
- Working closely with the Property Managers and Front Office Managers
- Working closely with the 1834 Hotels Sales, Marketing & Operations Teams

**Extent of Authority:**

- Authority and expectation to use your initiative in relation to all aspects of your role as outlined in this position description
- Responsible for overseeing all revenue-related matters on behalf of the properties in line with the position description

**Performance Skills Standards:**

- Previous experience in Hotel Revenue Management essential, multi-property preferred
- A solid understanding of revenue management principles
- Extensive data analytical experience in analysis and report generation
- Strong mathematical ability with an exceptional attention to detail
- Advanced MS Excel skills
- Knowledge in any of our markets will be advantageous, as will any experience working across multiple properties.
- Strong communication skills with the ability to develop relationships with key partners, and key managers at property level
- Commitment to providing quality customer service and continuous improvement in all areas of responsibility
- Quality, accuracy of work and timeliness in completion of tasks

How to apply Applications including a cover letter which clearly demonstrates your suitability for the role and what sets you apart from other candidates should be emailed to:

Luke Rayner, Director of Revenue & Distribution – 1834 Hotels Email:  
[luke@1834hotels.com.au](mailto:luke@1834hotels.com.au)