

## JOB TITLE: ANALYST AND CONSULTANCY SUPPORT ASSISTANT

### ABOUT US

Horwath Hotel, Tourism and Leisure is the world's number one hospitality consulting organization with 640 offices in 108 countries.

Through involvement in thousands of projects over many years, we have amassed extensive, in-depth knowledge and understanding of the needs of hotel & real estate companies and financial institutions.

Our areas of specialty are:

- Planning and Development
- Asset Management and Operational Advisory
- Transactional and Financial Restructuring

**PURPOSE OF THE ROLE:** Support to the back and front office areas in line with Horwath's consultancy imperatives:

- Growth support
- Quality
- Service
- Trend setting

### JOB DESCRIPTION:

- Support for consultancy proposals and studies across all the company's areas
- Support the studies of planning and development by collecting data and able to do analysis and profiles
- Support in preparing a contract or agreement
- Support on all service and quality performance
- Support for website development

### TOP ACCOUNTABILITIES:

- Delivery of market research analysis and forecasts, clients competitors performance benchmarking
- Delivery of targets and objectives for clients, partners and suppliers across key imperatives

### QUALIFICATIONS:

- University degree in Tourism, Marketing, Business administration or similar
- ERP (Navision) basic knowledge desirable, Microsoft Office: high level in excel, power point and word.

#### **BARCELONA**

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#### **PORTUGAL**

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**EXPERIENCE:**

At least 1 year experience preferable, which should include the following:

- Significant market research responsibilities in a leading edge company
- Hospitality or marketing disciplines background desirable
- Work experience with other key stakeholder functions, e.g. marketing, customer relationship, procurement.

**FUNCTIONAL CAPABILITIES:**

- Understands and supports the documentation required in the consultancy studies
- Global market intelligence
- Comprehensive data collection and updating
- Prepares and delivers dears and well-organized presentations, proposals and dossiers
- Managing Relationships
- Performs a supporting role to others

**OTHER CAPABILITIES:**

- Analytical skills
- Skilled communicator
- Detail oriented, creative, personable, flexible
- **Fluency in Spanish and English is a must**
  - other language(s) especially Catalan, desirable but not essential

**HORWATH HTL STRONGLY ENCOURAGES YOU TO SEND YOUR CV:**

**rrhspain@horwathhtl.es**

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