



ACCOR HOTELS

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AccorHotels Singapore Office

Development Analyst

JOB PURPOSE

- The position is responsible for supporting the Development department in the Asia Pacific region with monthly reporting to the Asia Pacific and Paris teams, as well as being the central contact person for all Asia Pacific development work.
- He / She works closely with all members of the Asia Pacific development team to ensure that internal procedures with regards to development are adhered to.

RESPONSIBILITIES

- Administering the development database (MegaDev) for the Asia Pacific region.
- Updating internal reporting tools & templates for development projects in Asia Pacific for all brands.
- Ensure that all internal processes with regards to development are adhered to in Asia Pacific.
- Provide development reports and other requested information about Asia Pacific development projects to the AccorHotels central team in Paris.
- Updating brand presentations, brochures and all other development documents and collaterals for the Asia Pacific developers.
- Contact person for all Asia Pacific developers, Central development team in Paris, other departments, as well as external parties requiring information about AccorHotels' development in Asia Pacific.

SKILLS & EXPERIENCE

- Bachelor Degree in Finance, Hospitality Management or Business Administration.
- Majors in accounting, finance or hospitality management is desirable.
- Strong user knowledge of Microsoft Office and Microsoft Outlook.
- Possess multicultural awareness and able to work with people from diverse cultures.

CONTACT

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Or apply online on accorhotels.jobs
AccorHotels.jobs Reference Number: 262464

<http://bit.ly/2vCJ5L5>

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