

Corporate Project Management Intern

B.F. Saul Company Hospitality Group is looking for a Corporate Project Management Intern to join them this summer. This role would be great for someone majoring in Hospitality, Finance or Information Sciences. Individuals interested in applying should send their resume and cover letter to: jobs@bfsaul.com. Below please find the full job description.

Position Title:

Corporate Project Management Intern

Job Summary:

The Corporate Project Management Intern is a corporate based internship whose primary responsibility will be the revision of B.F. Saul Company Hospitality Group budgeting tools. This includes:

1. Review of existing tools
2. Collaboration with budget stakeholders
3. Editing of existing tools & creation of new tools
4. Integration into SharePoint 2013 platform

Additionally, there will continually be other projects with limited scope that the Corporate Project Management Intern will be asked to complete.

Key Position Responsibilities:

1. Review and Consolidation of resources: The Corporate Project Management Intern will need to immediately familiarize himself/herself with the numerous tools of the Hospitality Group's budget for full service, select service, and extended stay properties.
2. Collaboration with budgeting stakeholders: The Corporate Project Management Intern will work with all stakeholders to solicit feedback on past challenges and future opportunities aimed at increasing budget accuracy and decreasing the time required to complete budgets. Key stakeholders include the VP of Hotel Accounting, property Controllers, General Managers, and Directors of Sales.
3. Editing of existing tools & creation of new tools: Along with the AVP, Hotel Performance Support and other corporate team members, Corporate Project Management Intern will work within existing tools to improve budget accuracy and decrease the time required to complete budgets based upon key stakeholder feedback. Where necessary, new tools will be created that will fully integrate into the suite of tools.
4. Integration into SharePoint 2013 platform: All tools will be tested for compatibility and deployed on SharePoint 2013.
5. Additional Projects: Small projects related to hotel performance support will occasionally be assigned to the Corporate Project Management Intern in addition to the summer-long budgeting tools project. Additional opportunities will be available to understand the B.F. Hospitality Group's business model, corporate culture and work directly on several of the 20 hotel properties will also be available.

Experience:

Advanced computer skills familiarity with Microsoft Excel is required. Experience with SharePoint is ideal but not required. Great communication, organization skills and project management experience are highly desired to greatly enhance the success of the project.

1. Job skills should include:
2. Advanced Microsoft Excel skills
3. SharePoint and other Microsoft Office

4. Flexible personality and working style due to the multi-property role
5. Detailed oriented and exceptional follow-up skills
6. Excellent organizational, time-management, and analytical skills
7. The ability to collaborate with colleagues across job functions and disciplines
8. Results-focused project management skills
9. Ability to handle multiple tasks at the same time
10. Excellent interpersonal skills

Basic Expectations:

1. Open-minded team player who is able to collaborate in small groups with an entrepreneurial spirit, focusing on improving performance through enhancing information management.
2. Bright, hardworking person who is self-paced and able to accomplish agreed upon objectives within agreed upon deadlines independent of immediate supervision.
3. Excellent verbal communication skills; Corporate Project Management Intern will be in regular contact with corporate officers, as well as field based team members in order to clearly and enthusiastically communicate the budget revision initiatives.

Desirable Qualifications:

1. Engaged in attaining a four-year degree/graduate degree from an accredited college or university with a focus on Hotel/Hospitality Administration, Finance, Information Science Management and/or Communication.
2. A highly driven individual that is comfortable working independently.
3. Great communication and organization skills.