



Opportunity: Capital Asset Analyst – Entry Level

Role: The Capital Asset Analyst is a key contributor to the Club Benchmarking (CB) team charged with managing, developing, administering and growing CB's COMPASS offering. The Capital Asset Analyst provides critical support for Capital Asset Managers.

Duties and Responsibilities:

- Able to travel up to 30 weeks a year within North America
- TSA clearance requested
- Must possess a valid driver's license
- Above average knowledge and experience with Microsoft Excel
- Knowledge of mechanical systems, construction and agronomy preferred but not mandatory.
- Detail oriented individual with the ability to work on a team as well as independently to meet the deadlines for our deliverables
- Possess critical thinking skills and problem-solving techniques
- Be well organized and able to multi-task
- Must be self-driven and motivated to go above and beyond to achieve our goals
- Conduct on-site inspections, interviews and inventory to develop the asset evaluation
- Command of the English language both written and verbally allowing clear and professional communication with senior club management, club board members and committee members
- Provide excellent customer service to our clients
- Work with the team to build the business
- Become a valuable and trusted member of the CB team. Become familiar with all of CB's software and services over time
- Salary commensurate with experience. General range: \$55K to \$65K

CB is seeking broad, clear-thinking team members who all work together to drive the overall business forward.

About the Company

Club Benchmarking is the leading provider of data analytics and business intelligence solutions for private clubs. Since 2009, the company has served a broad spectrum of stakeholders in more than 1,500 clubs—staff, management, boards, committees, members, and owners—through its Financial Insight Model™ and Key Performance Indicators, which form the foundation of a common industry framework for understanding club finance. Learn more about the company at www.clubbenchmarking.com. To be considered for this unique opportunity, **please submit your resume and cover letter** to Brent Hildreth, Vice President, Asset Management.