POSITION

Research Analyst & Content Writer

LOCATION

Las Vegas, NV

DESCRIPTION

Blau & Associates is seeking a driven, intelligent, highly capable individual with a passion for writing, hospitality and food & beverage. This is a rare opportunity to join an elite, internationally renowned consulting firm innovating across the hospitality industry. This individual will work directly with the Blau & Associates team, providing strategic research and analytical & persuasive writing for current and future projects in order to provide clients with superior consulting services including but not limited to operational assessment, concept development and project management. This role is an onsite position with occasional national and international travel. This individual may also provide operational and administrative support to the Blau team’s additional projects and venues.

WHO ARE YOU

You possess the ability to simultaneously be creative, thoughtful & resourceful as well as analytical, methodical & organized. Your strong writing background and restaurant experience fuel your true passion for hospitality and food & beverage. Along with having an entrepreneurial mind and being a self-starter, you are a genuine, personable individual with a sharp sense of humor. You work hard and smart, perform well (if not best) under pressure and have a constant desire to jump right in.

KEY RESPONSIBILITIES

• Work with the Blau and Associates team to ensure the highest quality and timely completion on all deliverables
• Draft, write, create and gather all pertinent information of / for company deliverables including but not limited to proposals, presentations, briefs and decks
• Research, analyze and maintain records of / for clients as well as industry and market trends
• Coordinate and participate in client calls, conferences and meetings
• Assist with concept development and building strategies
• Internal project organization
• Maintenance of Blau and Associate deliverables aesthetic
• Provide administrative, operational and logistical support as needed
• Responsible for confidential and time sensitive material
• Additional duties as necessary and assigned

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation:

• Strong organizational, communication, time management and interpersonal skills
• Efficient, reliable, creative, practical
• Exceptional business writing skills
• Passion and appreciation for food and beverage, basic working knowledge of restaurant and/or hotel operations
• Comfortable with and ideally thrive in a fast-paced work environment
• Ability and instinct to multi-task
• High proficiency in eloquently speaking, reading and understanding the English language
• Ability to analyze data and establish appropriate action plans
• Willing and wanting to occasionally travel nationally and/or internationally
• Should enjoy and work well in a team environment while maintaining deadlines autonomously
• Must possess intermediate computational ability and advanced computer skills, including but not limited to proficiency of Microsoft Word, Excel, Power Point and Adobe

QUALIFICATION STANDARDS

Education: Bachelor’s Degree required, business writing and hospitality related a plus

Experience: Two to four years of relevant experience involving writing and analysis necessary, familiarity with startups and multi-tasking as part of core operation preferred. Background in the hospitality industry is necessary in some capacity.

Licenses or Certificates: Not applicable

PHYSICAL DEMANDS

• Most work tasks are performed indoors, temperature is moderate and controlled by environmental systems
• Must be able to sit at a desk for long periods of time; walking and standing are required the rest of the working day including traveling to and from meetings
• Must be able to efficiently maneuver between functions occurring simultaneously
• Must be able to lift up to 20 lbs. occasionally
• Requires manual dexterity to use and operate technological and possibly additional equipment

COMPENSATION

• Starting salary: Salary commensurate on experience
• Annual bonus depending on performance and contribution

BENEFITS

• Competitive health benefits upon 1st day of 2nd month
• Welcoming, entrepreneurial, supportive working environment
• Opportunity for advancement after proven consistent job performance

ABOUT BLAU & ASSOCIATES

Blau & Associates is a boutique food and beverage consulting firm based in Las Vegas, Nevada. Founded by Elizabeth Blau in 2002, the group is focused on providing strategic food and beverage solutions for the hospitality industry. Utilizing a three-tiered approach of strategic assessment, concept development and project management, B&A takes a dynamic, operations-oriented approach to finding workable programming solutions for its clients. With a small team and a unique skill set combining significant past and present operations experience with analytics and market research, Blau & Associates is one of the most respected consulting groups in their industry.