

Position: Night Audit

Reporting to: Duty Manager

Objective: To offer customers high quality prompt service with professionalism, poise and enthusiasm.

Responsibilities:

- Welcome and check in new guests
- Check out guests
- Make reservations
- Hotel sales
- Gift Shop sales and inventory
- Answer telephones and take messages
- Deal with upset customers
- Keep an inventory of rooms reservations and room assignments
- Take payment of accounts
- Balance cash accounts
- Roll over of computer systems
- Nightly Security

Requirements

- Must be at least 18 years of age
- Must be able to work night shifts
- Should have a working knowledge of the hospitality industry
- Must have good Customer Service skills
- Must have good organizational skills
- Must be well groomed

Qualifications:

- High School Diploma or equivalent.

Other Notes:

- Location: West Louise Lodge
- Subsidized accommodation: Available
- Working hours: 7 12 hour shifts over a 2 week period (7pm – 7am)
- Bonus and various discounts available.

