



NIGHT AUDITOR

Responsibilities are as follows, but not limited to:

- Welcome guests in a friendly professional manner.
- Complete check-ins/check-outs.
- Handle telephone calls and reservations.
- Handle e-mail and fax correspondence.
- Handle guest services (concierge).
- Handle wake-up calls etc.
- Complete cash summary and submission each shift.
- Accurately posting room fees and related taxes.
- Verifying all account entries and balances.
- Address any discrepancies.
- Ensure that all Occupational Health & Safety policies and training are followed.
- Be a member of the Emergency Team.

Qualifications:

- Customer oriented and friendly
- Strong verbal English communication skills (written and verbal) with emphasis on problem-solving.
- Must be a team player.
- Willing and able to learn new tasks
- Prior cash and credit card transactions and clerical experience is an asset.
- Basic computer skills are necessary, as the Front Desk operates on WebRezPro Reservation System.
- Must be self-motivated within the office environment and able to work with minimal supervision.
- Knowledge of a second language is an asset (German, Dutch, French, Korean, Chinese, Taiwanese and Japanese).
- Must have a valid work permit for Canada to be considered.