

Hotel Night Auditor position.

Hours and Days: Weekends, Weekdays, Holidays from 11 pm to 7 am

Languages

English

Education

- Secondary (high) school graduation certificate
- or equivalent experience

Experience

1 year to less than 2 years

Green job

The employer stated that this is a green job because the position:

- Involves duties and responsibilities that lead to positive environmental outcomes
- Involves supporting green economy sectors
- Requires specialized environmental skills or knowledge

Work setting

- Hotel, motel, resort

Responsibilities

Tasks

- Register arriving guests and assign rooms
- Process group arrivals and departures
- Take, cancel and change room reservations
- Provide information on hotel facilities and services
- Provide general information about points of interest in the area
- Investigate and resolve complaints and claims

- Process guests' departures, calculate charges and receive payments
- Balance cash and complete balance sheets, cash reports and related forms
- Maintain an inventory of vacancies, reservations and room assignments
- Follow emergency and safety procedures
- Clerical duties (i.e. faxing, filing, photocopying)
- Answer telephone and relay telephone calls and messages
- Assist clients/guests with special needs
- Handle wake-up calls
- Perform light housekeeping and cleaning duties/laundry
- Provide customer service
- Cook/Prepare/Serve breakfast for the guests between 4 am to 7 am
- Other hotel related tasks assign to the employee

Experience and specialization

Computer and technology knowledge

- Multi-line switchboard
- Word processing software
- Computerized bookkeeping system
- Central reservation system (CRS)
- Spreadsheet
- Internet
- Opera
- IT background experience

Additional information

Security and safety

- Bondable
- Credit check
- Criminal record check

Transportation/travel information

- Own vehicle
- Willing to travel regularly

Work conditions and physical capabilities

- Attention to detail
- Fast-paced environment
- Standing for extended periods
- Work under pressure

Personal suitability

- Client focus
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement
- Organized
- Reliability
- Team player

Benefits

Health benefits

- Dental plan
- Disability benefits
- Health care plan
- Vision care benefits

Financial benefits

- Life insurance
- Night shift premium

Long term benefits

- Long-term care insurance

Other benefits

- Free parking available
- Learning/training paid by employer
- Paid time off (volunteering or personal days)
- Team building opportunities

- Parking available

Employment groups [Help - Employment groups](#)

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Newcomers to Canada, Older workers, Visible minorities**

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

By email

gm@super8draytonvalley.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?
- Are you available for the advertised start date?
- Are you currently a student?
- Are you currently legally able to work in Canada?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?
- Do you have the above-indicated required certifications?
- What is the highest level of study you have completed?
- What is your current field of study?
- What is your current level of study?