



Wage: \$18.75 - \$20.75

Position: Full-time, Permanent

Job Description:

As a Night Auditor, you will be required to provide a positive and upbeat personality with a desire to deliver outstanding customer service while consistently ensuring the highest level of quality care. Reporting to the Front Office Manager; your responsibilities will include but not limited to:

- Warmly greet guests upon arrival and provide excellent customer service throughout evening
- Audit and balance reports from the day shifts
- Run End of Day Reports and distribute Hotel financials
- Perform Bucket Checks and No Shows
- Act as MOD
- Receive and accurately process guest reservations
- Other related as assigned by the Front Office Manager or Hotel Leadership.

Key Requirements and Skills:

- Previous experience as a Night Auditor is required.
- Exceptional interpersonal and communication skills to enhance the service standards throughout the operation.
- Must be highly detailed and able to maintain excellent organizational skills.
- Must be adaptable, coping with the diversity of tasks as well as customers and their needs.
- Must have team spirit and be goal oriented.

The Huntingdon Manor Hotel is pleased to offer its eligible staff: Medical and dental benefits, parking upon availability, and discounts on rooms and meals.