



Night Auditor Position NOW AVAILABLE

The Huntingdon Manor and property sits on a prominent historical city block in the heart of Victoria's Inner Harbor. The main hotel features 115 non-smoking guest rooms varying in layout and dimensions, corporate rooms, bi-level gallery suites, dorm-style bunk bed lofts, pet-friendly rooms, and a wide range of amenities and services. The Pendray Inn and Tea House is our most prominent heritage building on the property. As a company, we value the essence of team synergy, as well as individual contributions which serve our customers. We believe that each employee contributes directly to the Company's growth and success. Our promise is to provide comfortable accommodations in a relaxed and inviting setting. We recognize the importance of our employees in achieving this and we will provide a positive working environment which encourages their loyalty, commitment and hard work. We will strive to operate a hotel that is socially and environmentally responsible to our community, and our planet.

The Huntingdon Manor & Pendray Inn is seeking a dedicated hotel professional to join its front desk team in the capacity Night Auditor.

This part time role is based on a 24 hour per week position, working Mondays, Tuesdays and Wednesdays nights from 11:00pm to 7:00am.

Reporting to the Front Desk Supervisor & Operations Manager; your responsibilities will include but will not be limited to:

- Warmly greet guests upon arrival.
- Audit and balance reports from the day shifts (Hotel Front Desk and Outlets).
- Run End of Day reports and distribute hotel financials.
- Perform bucket checks and no-shows.
- Receive & accurately process all guest reservations.
- Perform accurate check-ins and check-outs of guests.
- Address any guest concerns or issues during the overnight hours.
- Accommodate all guest requests while providing the highest in customer care service.
- Run daily reports to check reservations for accuracy and identify any special requests.
- Ensure clear and precise communication with coworkers and guests. Ensure passed over communication at end of each shift is given and log book is maintained.
- Promote a safe working environment and adhere to the Hotel's green key initiatives.
- Other duties as assigned by the Operations Manager or Hotel Leadership.

Key Requirements and Skills:

- Minimum (1) year previous hotel experience.
- Excellent interpersonal and communication skills.
- Must be highly detailed and able to maintain excellent organizational skills
- Command of the English language both written and verbal is essential. Knowledge of additional languages would be an asset.
- Must be adaptable, coping with the diversity of customers and their needs.

Benefits:

- In addition to benefiting from internal food & beverage discounts, the Hotel will provide to all eligible staff; medical and dental benefits, Group RRSP option, parking upon availability and complimentary daily lunch.

Visa Requirements:

- Applicants must be legally entitled to work in Canada to be considered for this position.

Apply Today:

Please forward your resume with cover letter to the Operations Manager. Successful candidates who meet the above criteria will be contacted by no later than August 10, 2018 for a face-to-face interview.