



POSITION VACANT NIGHT AUDITOR - CASUAL

We are looking for someone who has a high attention to detail, who can work independently and responsibly on their own. A high level of customer service is still required for this role – although there are minimal check-ins and check-outs, you will nonetheless be required to interact with guests coming and going throughout the evening.

Duties

- Checking and balancing the day's takings from the hotels outlets
- Ensuring accurate charges to our guest's rooms
- Ensuring the safety and security of our guests
- Completing the night audit process reconciliation and excel reporting
- Checking in late arrivals, or settling accounts of early departures
- Assisting the team with all guest requests
- Valet parking

Skills & Experience

- Effective communication skills incorporating a collaborative approach
- Strong analytical skills with a high level of computer literacy and accuracy
- Exceptional time management skills
- Flexibility to work the required shifts
- An attitude of professionalism at all times
- Experience of working in a high pressure environment
- Have previous experience working within the hotel sector
- Proficiency in Microsoft Office applications, especially excel
- Competence in Opera or similar PMS systems is preferred

A full Australian driver's licence and the ability to drive a manual car are mandatory.

If you are a driven team player, looking to succeed in a culture of empowerment and accountability please visit our website www.majestichotels.com.au and download the position description.

Apply Now - Applications to: *(must include covering letter & resume)*

Jessica Gregory

Front Office Manager

Majestic Roof Garden Hotel

55 Frome Street, Adelaide

E: employment@majestichotels.com.au

Applications close: 02 July 2017

Majestic Hotels employees may apply for this position and will be considered in line with other external applicants. Decisions will be made based on relevant experience, skills and merit. Prior to submitting your application we encourage you to advise your manager.