



## **HOTEL NIGHT AUDITOR (NOC: 64314)**

**Posted by:** Almac Motor HOtel

**Posting date:** 23-Feb-2024      **Closing date:** 21-Aug-2024

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:**

**Salary:** \$\$17.00

**Years of Experience:** Experience an asset

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6647345

### **Job description:**

#### **HOTEL NIGHT AUDITOR (NOC: 64314)**

Posted on February 23, 2024, by ALMAC MOTOR HOTEL

#### **JOB DETAILS**

##### **Location**

Lac La Biche, Alberta T0A 2C0

##### **Salary**

\$17.00 hourly / 35 to 40 hours per Week

## **Terms of employment**

Permanent employment

Full time

## **Start date**

Starts as soon as possible

## **Vacancies**

1 vacancy

## **OVERVIEW**

### **Languages**

English

### **Education**

Secondary (high) school graduation certificate

### **Experience**

Experience an asset

### **Work setting**

Hotel, motel, resort

## **RESPONSIBILITIES**

### **Tasks**

- Register arriving guests and assign rooms
- Take, cancel and change room reservations
- Provide general information about points of interest in the area
- 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
- Provide customer service

## **ADDITIONAL INFORMATION**

### **Work conditions and physical capabilities**

- Attention to detail
- Fast-paced environment
- Standing for extended periods

### **Personal suitability**

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

## **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**

### **Direct Apply**

By applying directly on Job Bank (Direct Apply)

**By email**

almacmotorhotel-jobs@post.com

**Posted on canadianjobportal.com**