



Example of Night Auditor Job Description

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Our growing company is looking to fill the role of night auditor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for night auditor

- Program wake-up calls, order newspapers and ensure they are delivered
- Communicate through the Front Office logbook to pass on important operational and guest information
- Ensure that the guests are completely satisfied at every stage of their stay with us, from check-in to check-out
- Answers front desk telephones
- Welcomes guests as soon as they arrive with authenticity, warmth and love
- Carries out all operations concerning guest arrival and departure
- Administrative duties including running the night audit, preparing the end of day reports, updating financial figures and reports
- Acts as 'Manager on duty' in the absence of the Night Manager
- Assists with serving the guests in the bar and delivers any room service orders
- Cleaning duties as and when required

Qualifications for night auditor

- Late/Overnight shift (11pm -7am)
- Flexible and long hours sometimes required, must be flexible to work weekends and holidays
- Ideal candidate will have a minimum of 1 to 2 years of hotel front desk experience with night audit experience preferred
- Must have a valid driver's license and be able to successfully pass a driving record check

