

WorkBC Employment Services Job Posting Form

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| Job Title | Night Auditor (2 positions available) |
| Expires | 12/26/2018 |
| Area of Relevancy (check all that apply) | Sea to Sky |
| Company / Employer | Sandman Hotel & Suites |
| City of the Job (e.g., Surrey, Various Locations, Lower Mainland). | Squamish |
| Job Type | Full Time |
| Level / Salary Range | TBD |
| Date Job Posted | 11/26/2018 |
| Application Deadline | 12/26/2018 |
| Contact Name | jobs@sandman.ca |
| Contact Email | jobs@sandman.ca |
| How to Apply | <p>Submission of resume does not guarantee an interview or an actual transfer. Qualified applicants are encouraged to apply, provided they meet the minimal requirements of the applicable skills required.</p> <p>You must be legally entitled to work in Canada to apply as the employer does not have a Labour Market Impact Assessment (LMIA) that would support a foreign worker.</p> <p>**Applications will not be accepted via email or in person.</p> <p>**We thank all applicants for their interest in Career opportunities with The Sandman Hotel Group, however, only those applicants we wish to interview will receive a reply to their application.**</p> <p>**ABSOLUTELY NO PHONE CALLS PLEASE**</p> |

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| <p>Job Description</p> | <p>The Hotel Night Auditor will be responsible for conducting a nightly audit, balancing and consolidating departmental ledger accounts, preparation of various hotel operating reports. They are required to work through the night shift on the front desk.</p> <p>DUTIES:</p> <ul style="list-style-type: none">- Maintain an inventory of vacancies, reservations and room assignments- Register arriving guests and assign rooms- Answer enquiries regarding hotel services and registration by letter, by telephone and in person,- Provide information about services available in the community and respond to guests' complaints- Compile and check daily record sheets, guest accounts, receipts and vouchers using computerized or manual systems- Present statements of charges to departing guests and receive payment.- Hotel security- Post all daily room and outstanding charges.- Take over from the evening cashier, checking and accepting float and takings.- Accept revenue and floats from restaurant cashiers, ensuring that these are securely locked away.- Accept and lock away keys from various departments.- Prepare Credit Card/Charge Card summaries and post to DAB's account.- Maintain a high standard of personal hygiene and appearance. |
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| <p>Desired Qualifications and Experience</p> | <p>JOB REQUIREMENTS:</p> <ul style="list-style-type: none"> - High School Diploma, G.E.D. or equivalent - Completion of a two-year apprenticeship program, or a college program in front desk operations or hotel management preferred - Experience in all aspects of customer service and people management - Strong working knowledge of hospitality industry principles, methods, practices, and techniques - Strong working knowledge of accounting practices and principles - Ability to analyze and interpret the needs of clients and offer the appropriate options, solutions, and resolutions required - Exceptional conflict resolution, negotiation, and objection handling skills - Able to respond quickly in a dynamic and changing environment - Able to build and maintain lasting relationships with corporate departments, key business partners, and customers - Knowledge of cost analysis, fiscal management, and budgeting techniques - Able to effectively communicate both verbally and in writing <p>APPLICABLE SKILLS:</p> <ul style="list-style-type: none"> - Excellent customer relations. - Must have time-management skills. - Adaptable to change and be able to handle multiple priorities under pressure. - Eager and focused to exceed guest expectations. <p>Additional Information: Extended Medical, Dental, Health Care</p> |
| <p>Job Posted By</p> | <p>Avia Employment</p> |