

JOB SUMMARY

NIGHT AUDITOR/MANAGER



Join our Team!

We are seeking a meticulous and customer-focused Hotel Night Auditor/Manager to manage nightly financial transactions, oversee guest services, and ensure smooth hotel operations during the night shift. This role blends accounting, customer service, and administrative responsibilities.

Your Role:

- Financial Reconciliation: Balance daily financial records and generate reports.
- Guest Services: Handle late check-ins, check-outs, and guest inquiries.
- Administrative Tasks: Manage front desk operations and coordinate with other departments. Manage the workload for the night team.
- Security: Monitor hotel premises and address security issues.

About You:

- Education: High school diploma or equivalent.
- Experience: minimum of 3 years of progressive supervisory and/or management experience in similar role in a hotel environment.
- Skills: Strong analytical, customer service, and communication skills; familiarity with hotel management software. Ability to work independently with minimal supervision with a hands-on approach.

Schedule - 5 days out of 7, overnight shifts including weekends and holidays.

Base Salary - £30,000 per annum plus Service Charge

Why Join Us?

- Benefits : Competitive salary, hotel discounts, staff uniforms, duty meals, employee of the month/year schemes, birthday voucher, participation in share of service charges and free onsite parking.
- Environment : Work in a welcoming and dynamic team, with regular staff events.
- Career growth and learning and development opportunities.

APPLY NOW!

Submit your CV to jobs@comishotel.com