

# JOB SUMMARY

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# NIGHT AUDITOR



## Join our Team!

We are looking for a friendly and professional Hotel Night Auditor to provide service to our guests during the overnight hours, as well as balancing the daily financial transactions and preparing reports to support the hotel operations.

If you have strong customer service skills, attention to detail, and able to work overnight shifts, we'd love to hear from you!

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### Your Role:

- This role combines customer service, administrative tasks, and basic accounting duties to ensure a smooth transition between business days.
- You will be required to conduct property walks to check the safety of the building, assist guests with luggage and perform light housekeeping tasks in common areas.
- You will need to provide room service to guests overnight - including preparing simple meals.
- You will be accountable for the health and safety during nights, ensuring compliance with statutory obligations.

### About You:

- Previous receptionist or customer service experience preferred but not essential.
- Strong analytical, customer service and communication skills. Familiarity with hotel management software is beneficial.
- Professional demeanour, attention to detail, and strong organizational skills.
- Work night shifts as a member of a small team.
- Ability to deliver exceptional guest services with a friendly and welcoming personality.

### Schedule - 5 days per week

**Shifts - Overnight (8 hour shifts), including bank holidays and weekends**

**Salary: £28,800 per annum plus a share of the service charge**

**Full Time Permanent Role**

### 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.

Make every guest's stay memorable with your dedication and exceptional service!

**APPLY NOW!**

Submit your CV to [jobs@comishotel.com](mailto:jobs@comishotel.com)