



PORT LINCOLN  
HOTEL

## Senior Night Auditor

The award winning Port Lincoln Hotel is currently seeking a full time Senior Night Auditor to join our busy Front Office team. In this 'hands on' role, you will be responsible for overseeing the overnight operations of the hotel.

You will also be responsible for customer service duties including check ins, check outs, managing guest enquires, data entry, reconciliation of sales transactions, accurately identifying discrepancies and producing night audit reports. In addition to these duties, you will oversee the health, safety and well being of all guests during your shift.

The ideal candidate must have a minimum of 12 months experience in a similar role, with a strong focus on delivering exceptional customer service.

The successful applicant must have:

- Superior customer service and communication skills
- Strong analytical skills with an eye for detail
- Managing the night audit process including correctly posting all hotel's revenue for the day, accurately identifying discrepancies, and producing night audit reports in a timely manner
- Exceptional time management skills
- Confidence working alone and in a team
- Able to prioritize and multi task
- Sound knowledge of Excel, data reconciliation and data entry
- Sound IT knowledge and computer literacy / trouble shooting
- Knowledge of RMS an advantage but not essential

The role will involve working 5 nights over a rotational roster including weekends and public holidays between the hours 11pm and 8am.

This position reports to the Rooms Division Manager and remuneration is negotiable for the right candidate

Please forward you resume and cover letter to

Brooke Collier

General Manager

[brooke@portlincolnhotel.com.au](mailto:brooke@portlincolnhotel.com.au)