



FRONT DESK – Night Auditor

The Night Auditor is Responsible for overseeing the front desk operations on the overnight shift. Greeting and assisting guests and processing check-in/out transactions and ensuring the end of day procedures are completed. Must be able to work independently and have strong problem resolution skills.

Skill Requirements:

- Welcome and register guests expeditiously provide information to guests as needed.
- Be the face of the hotel on arrival and offering a fond farewell on departure.
- Provide excellent guest services assisting guests with their needs or resolving issues.
- Be knowledgeable in all hotel emergency procedures.

Job Requirements:

- Applicants must possess excellent customer service and computer skills
- Applicants must be able to work flexible schedule along with Overnight Shifts
- Applicants must be able to work Saturdays, Sundays and Holidays
- Must be detail-oriented and able to work alone

Email your resume to Andrew Power – power@cornwallramada.com