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**Outstanding Workplace of the Year Award, Chamber of Commerce  
Employer of the Year Award, Tourism Vancouver Island**

**Job Title:** Night Auditor

**Job Type:** Full-time, Permanent

**Signing Bonus of \$500 plus:**

**Wage:** \$21.00 per hour plus comprehensive benefits package, including extended health, critical illness insurance and RRSP employer-sponsored contribution plan

**Summary of Position:**

The Night Auditor is a key individual during the night, performing the duties that would be handled by the Front Desk Agents, Bellperson, and Room Service during the day, as well as specific auditing duties.

**Responsibilities:**

Reporting to the Guest Services Manager (Overnight), responsibilities and essential job functions include but are not limited to the following:

- Demonstrate a commitment to provide warm, anticipative service to exceed the needs and expectations of our discerning guests through attention to detail and recognition
- Consistently provide exceptional guest service to our guests
- Gather and maintain knowledge of new and existing services available to hotel guests
- Ensure that Inn at Laurel Point service standards are adhered to in an effort to consistently offer the best service possible
- Energize Inn at Laurel Point's brand by promoting guest loyalty and local recognition
- Answer & appropriately qualify all incoming calls on multi-line telephone system
- Efficiently & accurately process check ins and check outs
- Efficiently & accurately perform all auditing duties including posting room & tax charges
- Prepare Statistical and Daily reports
- Work closely with the Accounting Department
- Assist with necessary day to day operations of the Front Office
- Valet parking and other Bellperson duties when required
- Assist with opening and preparing the 'Live Inn Room' for guest use

**Qualifications:**

- Previous experience in a similar or related position an asset
- Passion for guest service
- Exceptional communication skills, both written and oral
- Must be able to multitask & consistently deliver top quality service in a fast paced work environment
- Highly organized, results-oriented with the ability to be flexible and work well under pressure

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- Knowledge of Word, Excel and other computer related programs an asset
  - Previous experience with Opera Property Management System an asset
  - Previous multi-line telephone and reservations experience an asset
  - Proven self-motivation, ability to work well with minimum supervision
  - Must be enthusiastic and team oriented
  - Must be able to embrace the 4 core values of the Inn at Laurel Point: Excellence, Respect, Curiosity and Stewardship

**Job Requirements:**

- Must be available to work overnight shifts: 10:30pm – 7am, varying days of the week
- Must be fully available to work weekdays, weekends and statutory holidays
- **Class 5 BC driver's license required**
- Ability to drive standard transmission vehicles an asset
- Upon hire, must provide driver's abstract to determine driver's record
- Valid Food Safe Certificate and Serving It Right certification required
- Must be able to lift up to 50lbs
- Must be legally permitted to work in Canada

**Closing Date:** Please submit your application as soon as possible as applications are reviewed daily.

**Apply Now!** Please email your resume to [careers@laurelpoint.com](mailto:careers@laurelpoint.com). For more information, please visit our Careers page at [www.laurelpoint.com/careers](http://www.laurelpoint.com/careers).

**What's in it for you?**

- Competitive Wages
- Comprehensive benefits package, including BC Medical, extended health, critical illness insurance and RRSP employer-sponsored contribution plan
- A fun & friendly workplace culture that embraces diversity
- Cross-training opportunities to grow your skills
- Best staff meal in town and by the way, it's free!
- Complimentary parking on non-restricted days during the off-season
- Colleague of the month recognition program
- Summertime volleyball on Sticky Wicket rooftop, BBQs on our stunning Terrace patio, free themed year-end Gala to thank you
- AURA waterfront restaurant + patio staff discount – 50%
- Need a staycation? We've got you covered, after your 1-year work anniversary, enjoy a complimentary one night stay including breakfast for 2
- Friends & Family hotel discount (*so you can show off your amazing workplace*)
- Candidate referral bonus - \$300
- Industry discounts
- Workshops
- Skill and advancement training programs
- Shower and locker facilities

**Thank you for considering inn at Laurel Point as your employer of choice!**