

## **NIGHT AUDITOR:**

Nema Design Hotel & Spa, a 5 stars, boutique property in Analipsi Chersonissos, Crete, that offers an unparalleled experience of accommodation and services. An elegant adults-only facility with exceptional design elements and high standards of guest services. It is our main priority to invest in people, the core of our exceptional services. Working here is about creating memorable experiences for our mutual guests as well as an amazing future for yourself as a professional. We offer a supportive team environment and real opportunities to learn, grow and purchase the career of your dreams. Would you like to join us?

Position: Night Auditor

Department: Front Office

Reporting: Rooms Division Manager

### Duties & Responsibilities:

- Monitors all Front Office financial transactions, verifying rates / discounts. He makes corrective moves in cooperation with his manager before the end of the day.
- Makes every check-in or check-out guests may need during the shift.
- Controls daily arrivals and daily charges.
- Supervises the good operation and safety of the hotel during the night shift, to ensure the satisfaction and safety of guests.
- Prepares and distributes statistical and accounting reports.
- It complies with the standards of the department and follows the SOPs to the fullest.
- Answers the phones using the appropriate standards.
- Assists other departments where necessary during the shift.

### Requirements:

- Degree in Higher Tourism School or similar High school
- At least 3 years of previous experience in five-star hotels.
- Strong written and verbal communication skills.
- Well-presented and professional appearance.
- Competency with Microsoft Office.
- Excellent customer service skills.

### Prerequisites:

- The ideal candidate is a highly intelligent hotel professional with outstanding,

management skills and extensive hands-on experience.

- Available to work when needed, including weekends, holidays, and nights.

The company offers:

- Competitive remuneration package.
- Prospects of evolution within a challenging working environment.
- Daily meal and accommodation

We handle all applications with absolute confidentiality. Interested candidates are kindly requested to send their CV along with a recent photo to the following email.