

Positions Vacant Posting Form

Position Title	Night Auditor
Location	Park Regis North Quay
FT/PT/Casual	Permanent - Part Time - 3 days per week
Summary of Position for Selection Page	<i>Regular work as PPT night auditor at a centrally located busy hotel in Brisbane. Small, friendly team, future advancement a distinct possibility.</i>
Required Starting Date	Immediately
Description of Work and Duties	<ol style="list-style-type: none"> 1. <i>Answer the phone and deal with phone enquiries and bookings</i> 2. <i>Prepare daily management reports</i> 3. <i>Post charges and maintain guest accounts</i> 4. <i>Audit the day's work and correct errors</i> 5. <i>Deal with guest enquiries</i> 6. <i>Check guests in/out</i> 7. <i>Solve problems and handle complaints</i> 8. <i>Act as representative of the hotel and the group</i>
Selection Criteria	<p>Essential</p> <ol style="list-style-type: none"> 1. Hotel front office experience 2. Knowledge of Hirus front office system 3. Friendly personality, well-spoken and well presented 4. Flexible and not easily flustered 5. Good command of English, verbal and written <p>Desirable</p> <ol style="list-style-type: none"> 6. Previous night audit experience
Closing Date	10 February 2012
Notes	<ol style="list-style-type: none"> 1. The selection criteria must be addressed in the letter of application 2. Only applicants with the right to work in Australia need apply 3. Only short listed applicants will be contacted