

Hotel Night Auditor - Living Water Resorts

Living Water Resorts

Job ID

40486

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LOCATION	DATE POSTED	EXPIRY DATE	
19 KEITH AVE, Collingwood, ON Ontario	30-06-2026	27-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 18.47	Experience an asset	Secondary (high) school graduation certificate

Job Details

JOB TITLE: HOTEL NIGHT AUDITOR - Full Time Position

DEPARTMENT: FRONT LINE

The Night Auditor represents the resort in a friendly, courteous and helpful manner, ensuring efficient, responsive customer service at all times. The Night Auditor provides check in/check out, reservation & switchboard service for guests, and is knowledgeable and provides information on the many facets of resort operations, facilities, special events or activities. The Night Auditor is responsible for balancing and closing of the business day for all Departments.

Living Water Resorts prides itself in its people. As a company we are committed to attracting and retaining the best talent. From part-time jobs, to co-operative education experiences, to Leadership positions, Living Water Resorts offers you the perfect place to build your resume and spread your wings.

At Living Water Resorts, weâ€™re looking for dynamic, energetic people join a truly unique employment experience where you are expected to:

â€¢ take advantage of the many perks the resort offers

â€¢ give back to your community

â€¢ look after yourself and nurture your emotional, spiritual, and physical wellbeing

â€¢ make friends and lasting connections so that your job is fun and rewarding

*Qualified Aboriginal persons, newcomers, and other underrepresented persons or groups are encouraged to apply.

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, we will not consider your job application.

How to Apply: Please apply online or send your resume to a.jobpostings@gmail.com

Job Description

DUTIES INCLUDE:

1. Demonstrates through their own behaviour the Service Culture Standards of Living Water Resorts in providing a fun and caring environment for our guests / members and fellow team members which in turn will create special memories.
2. Will greet guests in a friendly, professional manner ensuring expedient/efficient service is given.
3. Answers questions and enquiries from guests and homeowners, by both phone and in person.
4. Provide efficient and friendly check in/check out, guests of the hotel, suites, condos and timeshare and encourages return visit.
5. Is fully knowledgeable of Living Water Resorts and local area facilities, activities or special events and encourage guest participation.
6. Aware of room/suite types and amenities for the assigning of rooms to guests.
7. Authorization of credit cards, accurate cash handling skills and accounting and adheres to resort credit policy.
8. Posting of charges to guest accounts, amends errors on guest folios.
9. Follow up on special requests from guests and ensure that needs are met.
10. Communicate pertinent information to supervisors or Front Office Manager of any potential problems or guest concerns.
11. Cash handling of float and administration of guest folios.
12. Ensure guests depart the resort satisfied or try to correct any issues before they leave the resort.
13. Answer reservations pleasantly and promptly, offering thorough but concise information regarding hotel rooms, suits and condos as well as other general enquiries regarding restaurant, lounge, facilities, recreation or special activities. Knowledgeable on all room rates and packages.
14. Responsible for Switchboard duties including the pleasant answering of the telephone and dispatching of calls. To be familiar with telephone extensions and key employee names.

Qualifications

- Good English
- High School diploma
- Computer literacy
- Excellent Customer Skills
- Professional attitude and appearance
- Must be able to maintain standards under variable conditions
- Knowledge/experience working with various computer programs
- Some accounting preferred

Security and Safety: Criminal record check, Reference required

Working Conditions

- Works inside year round
- Must be able to walk and stand for an average of 8 hours per shift
- Attention to detail
- Fast-paced environment
- Work under pressure

Personal Suitability

- Client focus
- Dependability
- Efficient interpersonal skills

â€¢ Excellent oral communication

â€¢ Flexibility

â€¢ Judgement

â€¢ Organized

â€¢ Reliability

â€¢ Team player

Health benefits

â€¢ Dental plan

â€¢ Health care plan

â€¢ Paramedical services coverage

Other benefits

â€¢ Free parking available

â€¢ On-site amenities

â€¢ On-site recreation and activities

Living Water Resorts is committed to supporting a culture of diversity and inclusiveness across the organization. We believe in equal opportunity and it is our priority to ensure a barrier-free recruitment and selection process. Should you require accommodation in relation to any of the materials or processes used during the recruitment and selection process, please notify Human Resources. Living Water Resorts will make every effort to accommodate persons with disabilities in a timely, effective and suitable manner.