



PORT LINCOLN  
HOTEL

## Night Auditor/ reception – Casual Are you a night owl? Do you like numbers?

We are currently seeking a casual night auditor to join our busy front office team. In this 'hands on' role, you will be responsible for maintaining the highest standard of customer service and providing efficient operation of hotel accommodation by promoting and selling a variety of packages, processing audits and managing overnight operations of the hotel.

The successful applicant will have:

- Previous experience in a receptionist role preferred
- Exceptional customer service skills
- Strong analytical skills with an eye for detail
- Excellent communication, interpersonal and time management skills
- Positive team work ethic with a friendly and outgoing personality
- Good attention to detail
- Sound knowledge of Excel, data reconciliation and data entry
- Sound IT knowledge and computer literacy / trouble shooting
- Current police clearance
- Knowledge of RMS an advantage but not essential

This is a casual role with opportunities to gain more hours for the successful applicant. If you feel you have a 'can do' work ethic and would like to be part of our award winning team, please forward your cover letter and resume-

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