

Night Manager – Part Time Permanent

Job Overview:

Night Manager serves as Manager on Duty. Responsible for completing the night audit, reconciling all accounts and posting all charges for that day. Responsible for the accurate, courteous and efficient check-in/check-out of hotel guests. Processes all payments according to established hotel requirements. Provide information to any guest or visitor enquiry. Responsible for inputting accurate reservations, answering all calls at the front desk and alerting hotel staff of VIP arrivals. Also responsible for loading all Guest Preferences.

Minimum Requirements

- Leaving Certificate or equivalent.
- Previous experience as a Night Auditor/Front Desk.
- Possess a good command of the English language and the ability to clearly and pleasantly communicate with guests, both in person and by telephone.
- Considerable knowledge of computer systems for registration, reservations and back-up systems.
- Mathematical comprehension to understand and interpret numbers as they apply to operations in hotels.
- Highly organized and ability to work under pressure.
- Ability to effectively deal with guest and employee concerns in a friendly and positive manner. This involves listening to the nature of concern, demonstrating empathy with the customer and providing positive and proactive solutions.
- Reliable and highly dependable.

Desirable

- A college education or training in the hospitality industry.
- Previous experience in a leadership role.

Must be available to work night shifts each week from 11.00pm until 7.30am anytime from Monday to Sunday.

The successful candidate will be required to undergo a medical to ensure they are fit to work overnight.

Rate of Pay: €13.81 per hour.