



CROWNE PLAZA®

**MONCTON DOWNTOWN
CENTREVILLE**

INTERNAL JOB POSTING

NIGHT AUDITOR

Department: Front Office

Reporting to: Guest Services Manager

BASIC RESPONSIBILITIES:

- Runs the night audit sequence and prepares night audit reports, management reports and daily revenue reports
- Balances room revenues & verifies the balance of all cash floats, credit and debit charges
- Performs daily computer maintenance operations
- Oversees and participates in prompt and courteous handling of all guests as necessary, including, but not limited to check-in, check-out, telephone and personal inquiries.

SKILLS, ABILITIES & QUALIFICATIONS:

- Excellent inter-personal and communication skills
- Understanding of the front desk function in a hotel, with a working knowledge of reservation systems
- Basic accounting knowledge or audit experience
- Excellent Computer skills

If you are interested in the above position, please submit your cover letter and resume to:

Caitlin Carson
Crowne Plaza Moncton Downtown
1005 Main St, Moncton E1C 1G9
ccarson@cpmoncton.com

Please note, as a general rule, Pacrim does not pay for relocation expenses.

DEADLINE FOR APPLICATIONS: July 30, 2010