



BEACH RESORT &
CONFERENCE CENTRE

Night Auditor-Permanent Part-Time

Job Description

Experience Canada's warmest welcome in Osoyoos, BC! Watermark Beach Resort is an upscale resort with a casual atmosphere. Our goal is to exceed the expectations of our guests and colleagues and to provide genuine, caring service. Our associates are active both at work and within the community. If you would like to join a tight knit and welcoming team then we have some amazing opportunities for you.

Guest Services Associate / Night Auditor

Responsibilities:

- Consistently offer professional, friendly and engaging service
- Develop strong guest relationships to maintain and further develop Watermark loyalty
- Assist with guest requests and concerns. React quickly and responsibly to ensure positive outcomes
- Handle guest arrivals and departures
- Manage nightly hotel operations
- Verify revenue from all sources is accurately balanced, follow up on any discrepancies
- Perform end-of day procedures
- Produce daily reports for departments and department heads
- **This position consists of two-night audit shifts per week**

Qualifications:

- Previous guest experience required
- Previous Property Management System experience required
- Computer literate in Microsoft Window applications required
- University/College degree in a related discipline an asset
- Strong interpersonal and problem-solving abilities
- Highly responsible & reliable
- Knowledge of Okanagan and local area an asset
- Ability to work well under pressure in a fast-paced environment

Physical Aspects of Position (include but are not limited to):

- Frequent standing and walking throughout shift
- Occasional kneeling, pushing, pulling, lifting up to 20lbs.
- Occasional ascending or descending ladders, stairs and ramps

Job Types: Part-time, Permanent

Salary: \$15.50 /hour