

**MARINA HOTEL**  
**CORINTHIA BEACH RESORT**  
MALTA

## Night Auditor

FULL TIME

Are you a friendly and customer-focused individual with a passion for hospitality? The Marina Hotel is seeking to recruit a talented Night Auditor to join our team and provide exceptional service to our guests.

Reporting directly to the Front Office Manager, this position requires an individual with a proven track record in the hospitality industry.

### **The candidate will be responsible for:**

- Managing the Hotel operation and Front Office night operation including Night Audit processes
- Handling all formalities of checking in and out efficiently and courteously
- Action and follow-up on all guest queries and complaints whilst ensuring follow up with the department concerned in an efficient and effective manner
- Greet VIP guests, groups and repeat guests
- Ensure that all valuables and equipment in the Front Office is secure and well maintained
- Printing of necessary reports
- Give a proper handover to the following shift should there be pending issues
- Ensure that hotel public areas are clean, well-maintained and in order at all times and that after outlet closure the exits/entrances are secure
- Put guest care as a priority, with every effort being made to meet guests' needs and demands
- Carry out any other duties assigned by the Front Office Manager & General Manager from time to time

### **The ideal candidate will:**

- Have a minimum of two years' experience in the Front Office Department
- Be willing to work nights
- Have a pleasant personality and professional disposition
- Be computer literate and familiar with the Fidelio Opera PMS
- Be logical, accurate and able to handle multi-tasking
- Be fluent in English and another Language
- Have excellent verbal and written communication

Candidates are requested to submit their CV by e-mail to the Human Resources Department on: [vacancies.stgeorges@corinthia.com](mailto:vacancies.stgeorges@corinthia.com) by the 15<sup>th</sup> July 2023