

NIGHT AUDITOR

Do you appreciate what is fine? Do you love Melbourne's art culture? Do you thrive on the edginess and sophisticated vibe of Prahran and South Yarra?

If you are an experienced night auditor who can deliver memorable guest experiences, then our position for a full time Night Auditor may be just what you are looking for....

Art Series Hotels are a group of 5 star boutique luxury hotels in Melbourne- Australia's cultural and event capital. Each Art Series Hotel is named after and takes design inspirations from Australia's greatest artists.

Newly opened in October 2009, the Cullen takes pride of place opposite the Prahran markets on Commercial Road. The Flagship Hotel of the group; The Olsen opens March 1 2010 only seconds from stylish Chapel Street, South Yarra followed by the Blackman in July 2010 on St Kilda Road.

Brimming with artwork both originals and prints, find yourself amongst the treasured mystical landscapes of John Olsen (239 rooms), delicate scenes of Charles Blackman (207 rooms), or the controversial works of Adam Cullen (113 rooms).

KEY RESPONSIBILITIES WILL INCLUDE:

- Oversee operations of the Hotel between 11pm and 7am
- Coordinate and undertake emergency response procedures where required
- Contribute towards revenue generations and cost containment
- Monitor the security of the Hotel and guests whilst maintaining their privacy and exercising discretion at all times.
- Meeting guests needs throughout the night
- Accurately complete Full night audit reconciliation and reports
- Balance and reconcile daily transactions
- Update guest accounts
- Prepare reports for General Manager and Department Heads
- Check ins and check outs
- Cashiering
- Taking Hotel rooms reservations

KEY COMPETENCIES INCLUDE:

- Strong Hotel accounting and mathematical skills
- Developed problem solving and complaint resolution skills
- Excellent time management skills
- 1-2 years Experience in a similar role in a luxury hotel group
- High attention to detail
- Full Drivers license
- Excellent guest service skills
- Good communication skills with internal departments

Please note that you must be an Australian or New Zealand passport holder or Australian permanent resident to apply. If you know you can excel in this role and are looking for an opportunities to grow your career, then let us know about you! Please email your cover letter and resume to careers@artserieshotels.com.au