



Located on the beautiful shore of the Bras d'or Lakes, Dundee Resort and Golf Club offers 61 guest rooms and suites and 20 cottages, each with a one and a two-bedroom unit. An 18-hole golf course, indoor and outdoor pool, and a lakeside recreation center with watersport equipment.

At our resort we believe strongly in employee satisfaction, we believe that hard work and fun can go hand in hand.

Position: Night Audit (Guest Service)

Employee Benefits:

- Eligible for loyalty bonus (end of season)
- Complimentary golf
- Complimentary use of water sport equipment (kayaks/paddle boards/pedal boats)
- 50% off meals in our restaurants
- Friends and Family rates for guest rooms available
- Employee events
- Night Wage Premium

The Job Responsibilities

- Ensure the smooth and efficient operation of the Front Desk
- Register arriving guests / process guest departures
- Handle cash and credit card transactions
- Handle any guest issues or inquires in a timely manner, always remaining positive
- Investigate and resolve out of balance accounts
- Completion of close of day process accurately and on time
- Balance front office daily posting
- Prepare daily cash deposits
- Clear and concise communication with colleagues, and Managers
- Prepare and distribute daily reports for various departments
- Performing other related duties and assignments as assigned

Experience/Skills

- Professional and outgoing personality
- Ability to work with limited supervision
- Knowledge of accounting processes is an asset
- Must speak, understand, and write fluently in English

- Excellent interpersonal and communication skills, both written and verbal
- Demonstrate ability with applications such as Microsoft Office and other computer applications
- Previous experience with Hotel Property Management System an asset

Shifts

The night audit shift begins at 11:00pm until 7:00am and may include weekends.

Hourly Rate of pay

\$14.60 to \$16.00

To apply, please email resume to vstackhouse@dundeesort.com