

Night Auditor at Safari Beach Hotel

Apply Now

Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

(adsbygoogle = window.adsbygoogle || []).push({});

Job Summary

Safari Beach Hotel in Diani, South Coast is seeking to recruit a competent Night Auditor to oversee the smooth operations of the reception desk over the night shift and to audit and balance reports for the previous day shifts. The candidate will be responsible for duties including of guest services, accounting and administration.

Visit our website for more information:

Responsibilities include

Welcoming guests and checking them in as per the Hotels Guest registration procedures.

Offering guests relevant information regarding the hotel products/ services, promotions and directing them to various venues/ facilities.

Accurately updating all guest booking information onto the Hotel reservation system.

Answering phone calls and responding to emails.

Schedule guest wake up calls; organize for early breakfasts, check outs, guest transfers as requested.

Continuously updates respective departments on changes regarding guest bookings.

Verify the accuracy of room rates and where authorized change as per booking information.

Process and verify reservations payments.

Ensures inter-department end of day reports have been completed.

Run the night audit and prepares night revenue reports.

Reconciling and balancing cash/ credit & Mpesa collections with the receipts.

Supervising and managing the hotel guest safes, ensuring safety of guests' valuables.

Cohesively works with the security, housekeeping and maintenance departments to ensure guest comfort.

Expediently addresses guest complaints and concerns and follows up with relevant departments for their remedy.

Conversant with room upselling techniques.

Assist guests with check outs and preparation of guest invoices.

Updates the front desk shift handover report for the incoming morning receptionist.

Any other duty as assigned by Management

Qualifications

Preferred tertiary training in Bookkeeping & Front Office Operations with professional certification to match.

A minimum 3 years similar posting in a busy hospitality establishment.

Good written and verbal communication skills with excellent presentation, telephone etiquette & customer service skills.

Computer literacy and working knowledge of Hotel PMS-Ezee Burrp.

Must be a team player and highly organized.

A self-starter, go getter, fast thinker and able to multi task.

Good composure and temperament able to work in a fast paced environment.

[Apply Now](#)

Cross References and Citations:

1. Night Auditor at Safari Beach Hotel [Nursejobsnearme Jobs Kenya Nursejobsnearme](#) ↗
2. Night Auditor at Safari Beach Hotel [Pinkcollarjobs Jobs Kenya Pinkcollarjobs](#) ↗
3. Night Auditor at Safari Beach Hotel [HongkongjobsJobs Kenya Hongkongjobs](#) ↗
4. Night Auditor at Safari Beach Hotel [Realestatejobsnearme Jobs Kenya Realestatejobsnearme](#) ↗
5. Night Auditor at Safari Beach Hotel [Securityguardjobs Jobs Kenya Securityguardjobs](#) ↗
6. Night Auditor at Safari Beach Hotel [Europajobscentral Jobs Kenya Europajobscentral](#) ↗
7. Night Auditor at Safari Beach Hotel [Indonesiajobs Jobs Kenya Indonesiajobs](#) ↗
8. Night Auditor at Safari Beach Hotel [Nzjobs Jobs Kenya Nzjobs](#) ↗
9. Night Auditor at Safari Beach Hotel [ExecutivejobsnearmeJobs Kenya Executivejobsnearme](#) ↗
10. Night Auditor at Safari Beach Hotel [Automobilejobs Jobs Kenya Automobilejobs](#) ↗
11. Night Auditor at Safari Beach Hotel [Teacherjobs Jobs Kenya Teacherjobs](#) ↗
12. Night Auditor at Safari Beach Hotel [HrjobsJobs Kenya Hrjobs](#) ↗
13. Night Auditor at Safari Beach Hotel [Governmentjobsnearme Jobs Kenya Governmentjobsnearme](#) ↗
14. Night Auditor at Safari Beach Hotel [Istanbuljobs Jobs Kenya Istanbuljobs](#) ↗
15. Night Auditor at Safari Beach Hotel [Polandjobs Jobs Kenya Polandjobs](#) ↗
16. Night Auditor at Safari Beach Hotel [Dermatologistjobs Jobs Kenya Dermatologistjobs](#) ↗
17. Night Auditor at Safari Beach Hotel [DatasecurityjobsJobs Kenya Datasecurityjobs](#) ↗
18. Night Auditor at Safari Beach Hotel [ElectricianjobsJobs Kenya Electricianjobs](#) ↗
19. Night auditor at safari beach hotel [Jobs Kenya](#) ↗
20. AMP Version of Night auditor at safari beach hotel [Jobs Kenya](#) ↗
21. Night auditor at safari beach hotel [Kenya Jobs](#) ↗

- 22. **Night auditor at safari beach hotel Jobs Kenya** ↗
- 23. **Night auditor at safari beach hotel Job Search** ↗
- 24. **Night auditor at safari beach hotel Search** ↗
- 25. **Night auditor at safari beach hotel Find Jobs** ↗

Source: <https://ke.expertini.com/jobs/job/night-auditor-at-safari-beach-hotel-kenya-jobwebkenya-fe2420bbee/>

Generated on: 2024-04-30 by Expertini.Com