



Job Title: Night Auditor

Department: Front Office

Salary: \$22 - \$24 an hour

Job Type: Full-Time, Permanent

Schedule: Two weekends on, two weekends off

Reports To: Front Desk Manager, Accountant, General Manager

Work Location: In Person at Sooke Harbour House Boutique Hotel

Join Our Team at Sooke Harbour House

The Sooke Harbour House, a boutique hotel known for its West Coast charm and exceptional guest experiences, is looking for a dedicated **Night Auditor** to join our team. This is a full-time position ideal for someone detail-oriented, reliable, and passionate about hospitality.

About the Position

As a **Night Auditor**, you will oversee the hotel's overnight operations, ensuring guests receive excellent service while maintaining financial accuracy. Your role includes handling reservations, assisting with late check-ins and early departures, and reconciling the hotel's daily financial transactions.

What We Offer

- A welcoming and professional work environment in a boutique hotel setting
 - Competitive compensation
 - Opportunities for growth within the hospitality industry
 - The chance to be part of a passionate team that values exceptional guest experiences
-

Key Responsibilities

- Assist guests with late check-ins and early morning departures

SOOKE HARBOUR HOUSE

- Answer guest inquiries and provide excellent customer service throughout the night
 - Take reservations and ensure accurate booking information
 - Reconcile daily transactions, balance room charges and payments, and prepare financial reports
 - Monitor the hotel premises for guest and staff safety, conducting security checks as needed
 - Respond to emergencies and report maintenance or security concerns
 - Maintain front desk records and communicate relevant information to the morning shift
-

What We're Looking For

- Previous experience in a hotel front desk or night audit role preferred
 - Strong customer service and problem-solving skills
 - Ability to work independently and handle multiple tasks overnight
 - Comfortable managing financial transactions and reconciliations
 - Experience with hotel reservation systems (Cloudbeds or similar is an asset)
 - Excellent verbal and written communication skills
 - Reliable, detail-oriented, and highly organized
-

Apply Now

If you are interested in joining our team, we'd love to hear from you! Please submit your resume and cover letter to **employment@sookeharbourhouse.ca**.