



Job Posting



Position Available: Night Clerk – Front Office

Location: Ambassador & Four Points

Hours of Operation: 11:00pm – 7:00am

Job requirements:

Ensure all guests are being treated in an efficient and courteous manner.

Guest Reservations.

Run all computer night audit functions.

Reviews and corrects clerical errors on in-house registration cards.

Distributes newspapers to specified guest rooms.

Log and program all wake-up call requests.

Print next day arrival report.

Check Guests in and out.

Maintains a cash change drawer.

Daily reconciliation of cashes.

Ability to attend work on a regular basis, to work under time constraints and work independently are essential.

Wage: TBA

This partial description of the position is not to be construed as the official job description of the position.

Applications must include: Application Form & Two Work-related References