

Night Auditor

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Company: Empiria Group

Location: Greece

Category: office-and-administrative-support

Empiria Group is seeking to hire for our property **Paros** :

Night Auditor

About us:

Empiria Group , owns, manages, and operates a unique collection of luxury hotels and villas, members of **The Luxury Collection** and **Design Hotels** of **Marriott International** , located in prime destinations around Greece, namely in Santorini, Paros and Peloponnese.

For over 30 years and through a team of over 300 associates, our dedication has been focused on creating space for joy through unique hospitality experiences, underpinned by our four fundamental values of finding joy, always elevating, exuding passion and being a leader.

At Empiria Group, our mission is to be the leaders in the art of elevated hospitality, guided by caring associates who wish to offer experiences that awaken inner joy and take Greek hospitality to new heights.

About the role:

The Night Auditor is responsible for providing customer-focused service to the guests, ensuring their stay will become an unforgettable experience. Demonstrate a service attitude and anticipate guest needs.

Requirements

Key accountabilities:

Oversees the front office during the overnight shift

Performs end-of-day duties and prepare reports

Maintains the main lobby and front desk in a professional order

Undertakes all relevant account duties including taking payments, reconciling accounts, preparing bills, and carrying out the end of the day closure procedure

Liaises with other departments on front office matters (reservations, housekeeping, maintenance etc.)

Keeps the logbook updated and ensure a fully detailed shift handover

Skills & expertise:

Three or more years working experience in a similar role in the 5-star hotels or high-volume venues

Degree / Diploma in tourism or in a relevant field

Excellent knowledge of English language, written and spoken in a professional manner

A second language (French, German, Russian, or Italian) will be considered as a plus

Computer literacy

Customer oriented

Candidate's Profile:

Flexibility to respond to a range of different work situations

Passion for delivering exceptional levels of guest service

Negotiation and excellent Communication skills

Pleasant personality, customer oriented

Benefits

Empiria's difference:

Competitive remuneration package

Ongoing training

Career prospects on a transparent & collaborative working environment

Great Opportunities for career development within the company or other hotel members of **Marriott International.**

At Empiria Group we are proud to foster Equal Employment Opportunities regardless of race, color, ethnicity, religion, gender, age, disability, or sexual orientation.

You provide the talent as we flourish the skills to unleash your full career potential.

Join our path of excellence!

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