



Part Time Night Audit – The Juniper Hotel & Bistro

The Juniper Hotel & Bistro is a locally owned and rapidly growing business. Our vintage modernist architecture provides an intimate, cozy retreat nestled in the mountains. Our guest accommodations including pet-friendly features, walk-out decks and cabins, our welcoming staff and the breathtaking views have made us the talk of the town. We are looking for a Part Time Night Audit to join our friendly, hard-working team. The Juniper Hotel is committed to a mission valuing community, art and nature. We believe nature feeds well-being and we encourage all our staff to have a great work-life balance.

What you'll do:

The Night Auditor will be responsible for conducting a nightly audit, balancing and consolidating departmental ledger accounts, preparation of various hotel operating reports and taking over duties of the Front Desk Agent.

The Night Auditors will make room reservations, provide information and services to guests and receive payment for services as well as specific night duties including the entering of accounting information and hotel security. In addition to their regular work duties, the Night Auditor must provide consistently high levels of customer service, ensuring that all hotel patrons enjoy their stay, and act as a spokesperson for the hotel at all times.

What you have:

- Completion of a two-year apprenticeship program or a college program in front desk operations or hotel management preferred
- 1 year of experience as a Hotel Front Desk Agent
- Experience in all aspects of customer service and people management
- Strong working knowledge of hospitality industry principles, methods, practices, and techniques
- Strong working knowledge of accounting practices and principles
- Exceptional conflict resolution, negotiation, and objection handling skills
- Able to effectively communicate both verbally and in writing
- Ability to coordinate and organize meetings, exhibits, and other events
- High level of computer proficiency

What's in it for you:

- A rewarding, positive and creative work environment
- Financial remuneration that is fair and fits the responsibilities
- Staff Accommodation (subject to availability)
- Opportunity for advancement
- Hotel & Restaurant discounts, complimentary canoe passes, summer bonus program, plus many other great perks



How to apply:

If you think you are the right person for this job we'd love to hear from you. To apply, please email your resume and cover letter to guestservices@thejuniper.com We thank all applicants that apply, but only those deemed qualified by our hiring manager will be contacted.