
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES
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JOB VACANCY

POSTED: NOVEMBER 16th, 2016 DEADLINE: NOVEMBER 29th, 2016

POSITION: **Hotel Night Auditor**

DEPARTMENT: **Hotel**

LOCATION: **Lac Vieux Desert Resort Casino**

SUPERVISOR: **Hotel Manager**

EMPLOYMENT: **Full time**

SALARY/PAY RATE: **\$12.00/HR**

DESCRIPTION:

The Night Auditor is responsible for greeting and registering guests, providing outstanding guest service during their stay, and settling the guest's account upon completion of their stay on night shift.

RESPONSIBILITIES:

- Maintain a high level of professional appearance for self and environment.
- Complete required reports of the Night Auditor position.
- Registering guests and reconciling guests account.
- Making and modifying reservations.
- Maintain a friendly and approachable attitude towards guests and fellow employees.
- Other duties as assigned by hotel management.

MINIMUM QUALIFICATIONS:

- Must be computer literate.

PREFERRED QUALIFICATIONS:

- Excellent customer service skills.
- Must have excellent work record.
- Must have strong interpersonal and communication skills.

WORKING CONDITIONS:

- Working Conditions Sedentary work with prolonged walking and standing.
- Ability to lift 50 pounds at times.
- Subject to internal working conditions, including a smoking environment and alcohol establishment.

- 1. The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position. The Lac Vieux Desert Tribe will provide preference to all qualified Native Americans in employment and training opportunities.*

Date Approved by the Tribal Council: OCTOBER 08, 2015