



Night Auditor Full-Time

Campbell River Region
Campbell River

Wednesday July 15, 2026

\$21 - \$25/ hour (\$45,000 annually)

Company: Naturally Pacific Resort

Website: <https://naturallypacificresort.applytojob.com/apply/N2LXOo7APL>

Industry: Tourism/ Hospitality

How to apply:

<https://naturallypacificresort.applytojob.com/apply/N2LXOo7APL>

Expiry Date:

Wednesday, July 29, 2026

Details:

The Role As a key member of our team the Night Auditor will be responsible for independently handling overnight operations of the Front Desk Department for the Resort. They will ensure an exceptional level of hospitality standards to ensure smooth operations. The Night Auditor will be detail oriented, have strong customer service skills with a friendly and professional demeanor. They will be responsible for the overnight hotel operation, and all guest interactions – arrival experience, specialized recommendations, and departure experience. They will go above and beyond to provide services for guests even when certain departments are not available. Your contributions to the team include:

- Welcome guests and provide exceptional service throughout their stay.
- Check out guests and build a post-stay relationship.
- Handle guest inquiries and complaints with a high level of professionalism and hospitality.
- Ensure guests' requests are handled in a timely and efficient manner.
- Strong knowledge of the Resort facilities and local attractions and events to provide the guests with a memorable and personalized experience.
- Follow department policies, procedures, and service standards.
- Utilize various computer software programs to aid guest check-in and check-out and process transactions.
- Balance hotel transactions, printing reports for management
- Maintain accurate and timely journal entries.
- Collaborate with other departments to ensure a seamless experience for guests.
- Maintain confidentiality of guest information and pertinent hotel data.
- Maintain full awareness of emergency and safety procedures.
- Additional tasks and duties as assigned.

Qualifications & Experience:

A few things we are looking for in a new team member:

- Minimum 1 year of guest service experience.
- Preferably 1 year of experience in hospitality.
- Experience working nights.
- Excellent communication and interpersonal skills.
- Willingness

to learn new skills. • Strong organizational skills. • Self-motivated individual. • A positive team player. • Good computer software skills. • Must be able to perform job functions with attention to detail, speed and accuracy. • Prioritization and task management skills. • Remaining calm under pressure and resolving problems using good judgment. • Follow directions thoroughly with minimal supervision. • Work cohesively with co-workers as part of a team.
