NIEFS
NORTH ISLAND EMPLOYMENT

Night Auditor
Full-Time

Campbell River Region
Campbell River

Tuesday November 3, 2026

$21 - $25/ hour ($22.05 to $24.50 per hour)

Company: Naturally Pacific Resort

Website: https://www.naturallypacific.ca/careers/

Industry: Tourism/ Hospitality

Remote/Camp Based Job: No

How to apply:

Please apply directly at:
https://naturallypacificresort.applytojob.com/apply/tYmPyDUZuU

Expiry Date:

Tuesday, November 17, 2026

Details:

The Team Naturally Pacific Resort aims to become a top resort that welcomes everyone and offers exciting experiences every day. We are seeking team members who are passionate about providing exceptional hospitality and service, and who align with our values of Passion, Community, Inclusion, and Innovation. Our focus is not only on creating memorable experiences for guests but also on establishing a fulfilling and enjoyable work atmosphere for our team. Becoming part of the Naturally Pacific team will allow you to engage in the hospitality industry within an expanding company that values every individual's input and celebrates achievements collectively. 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. Perks & Benefits At Naturally Pacific Resort, we believe in recognizing and rewarding the valuable contributions of our colleagues. As a member of our team, you can expect to enjoy a comprehensive range of benefits and competitive compensation tailored to your skill set, education, and experience. Please note that specific benefits may vary depending on the role and level within the organization. • Comprehensive employer paid health, vision, and dental coverage for you and your family. • Access to ongoing training and development opportunities to support your career growth and advancement within the company. • Employee and Family Assistance Program. • Discounts on various resort amenities and services such as food, golf, retail, and spa. • Support for your health and wellness goals. • Registered Pension Plan (RPP) eligibility after 1 year. • Accommodations available for qualifying candidates. You will be eligible to receive wages starting from $22.05 to $24.50 per hour, this will be determined by your skill set, education and experience. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to genuine hospitality. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Naturally Pacific Resort practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs. The Resort At Naturally Pacific Resort, our mission is to provide guests with a memorable and meaningful experience. Located at the crossroads of the forest, mountains, and the Pacific Ocean in Campbell River BC, Naturally Pacific’s 100-room resort features a luxury spa, upscale restaurant and 18-hole golf course with a virtual driving range and lounge.

This coastal destination offers spectacular views and access to some of the best outdoor experiences in the world. From eco-adventures, internationally renowned salmon fishing, wildlife watching, to traversing the parks and trails, Campbell River is a doorway to adventure. Thank you and we look forward to receiving your application!

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. • Ability to work mornings, evenings, weekends, and holidays.
