



ALEX – Lake Zurich

Night Auditor at ALEX, Zurich

Campbell Gray Hotels is currently developing a very special boutique hotel on the banks of Lake Zurich in Switzerland. "ALEX", a 44-bedroom property is due to open in Q2 2019 and will include an exceptional lakeside restaurant and terrace, bar, gym and spa space.

The Night Auditor will possess an excellent sense of guest service, style and an understanding of the expectations of the guests at ALEX as well as the knowledge of Zurich and Switzerland. Reporting to the Rooms Division Manager, he or she will be a steward of the Company philosophy and is ultimately charged with managing the activities at the Front Desk during the overnight shift, directing staff while ensuring communication and follow-up with day shift on any guest request or complaint. The Night Auditor reviews late arrivals, next day early arrivals and departures and plans for the next day's activities as well as billing requirements. Assures that all financial and credit procedures are followed ensuring all transactions are reconciled with proper approvals and endorsements. Overall the Night Auditor is to guarantee the continuation of the most exquisite service standards at all times, while also embracing a sense of fun and passion within the team.

Campbell Gray Hotels Ltd is an equal opportunity employer committed to hiring a diverse workforce and sustaining a truly inclusive culture based on integrity and accountability.

Requirements:

- Must be able to work night shifts including weekends, and holidays;
- Excellent interpersonal and communication skills, both in person and by telephone.
- Must be fluent in English and German;
- knowledge of key front office PMS is a must ;
- Ability to work cohesively with co-workers both within and outside of your department;
- Ability to prioritize, organize and follow up, with attention to detail;
- 1 to 2 years similar hotel front desk experience is strongly preferred.

Interested and qualified candidates should send a detailed and updated copy of their Curriculum Vitae to oliviergerber@alexlakezurich.com
