



1663 Little Shuswap Lake Road West  
Chase, BC V0E 1M2  
1-800-663-4303  
(tel) 250-679-3090 (fax) 250-679-3039  
[jobs@quaaoutlodge.com](mailto:jobs@quaaoutlodge.com)

### **JOB POSTING – 2021-NA-03 – Night Audit**

Come work in the Shuswap at Quaaout Lodge & Talking Rock Golf Resort in our beautiful, unique and natural setting in the “Land of the Great Spirit”.

#### **The Employee Experience**

The award winning Quaaout Lodge offers a positive, fun working environment as well as some amazing benefits and perks including discounts on meals and guest rooms, spa services and products, pro shop merchandise, and golfing at Talking Rock Golf Course as well as unlimited access to the resort’s fitness facilities and pool. When not preparing extraordinary food for our guests; enjoy all that the sunny Shuswap has to offer including swimming, boating, golfing, hiking and mountain bike trails – come join us to start your next adventure. Quaaout Lodge is 45 minutes from Kamloops, 35 minutes from Salmon Arm, 1.5 hours from Vernon, 2 hours from Kelowna and 4 hours from Vancouver.

The Night Auditor at the Quaaout Lodge is a complete service professional. To ensure that guests have a positive and enjoyable experience, knowledge of resort facilities and services as well as attractions and services in the region is preferred. Professional appearance and behavior is required at all times. The Night Auditor is required to work independently as the person responsible for resort facilities during the late evening and early morning hours. Duties include representation as front desk clerk, resort security, and the reconciliation of daily financials and reports. This role is a great opportunity to develop a strong career in the hospitality industry, and learn new and exciting resort operations practices

#### **What you bring to the table:**

- Good computer skills with experience in Microsoft Word, Excel, Outlook
- Book Keeping Experience is an Asset
- Thrive in a high paced environment, challenged by varying and sometimes competing tasks
- Excellent communication and guest services skills
- Good time management, organizational and problem solving skills

Please be prepared to work a range of hours and days depending on business requirements, including evenings, weekends, and holidays.

If this opportunity matches your passion, personality, and experience, please submit your resume and cover letter to [jobs@quaaoutlodge.com](mailto:jobs@quaaoutlodge.com) quoting #2021-NA-03. Posting will remain open until filled.