



August 3, 2010

**Night Auditor  
Sandalwood Suites Hotel Toronto Airport, Mississauga  
Part-Time, Permanent**

**ARE YOU LIVELY? With SilverBirch Hotels & Resorts, you can be!**

**What's In It for You?**

- Join our family of supportive team mates who are passionate about service
- "The Perks" including hotel and restaurant discounts
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- Industry leading development and training programs
- Learn and collaborate with the best in the industry
- Proud to be Canadian
- We are lively! Come have some fun with us!

**We are looking for a part-time Night Auditor at the Sandalwood Suites Hotel Toronto Airport in Mississauga, Ontario.**

The night auditor is responsible for accurately balancing all hotel income and expenses for 24 hour operating period while providing exceptional customer service to our guests.

**Duties & Responsibilities:**

- Balances and audits for accuracy room revenue, food and beverage revenue and telephone revenue; assists in the preparation of all reports relevant to daily revenues.
- Balances and audits for accuracy all room and tax charges, cashier's reports and guest and house accounts.
- Completes and transmits daily management and accounting reports and supporting documents; prepares customer tracking report, market segmentation report, food and beverage revenue report necessary to ensure the accurate accounting of hotel revenues and expenses.
- Communicates with other hotel departments as necessary to resolve accounting discrepancies and to request or provide information.
- Performs all Guest Service Representative functions as required; assist in booking room reservations; assist in answering hotel phone calls and notifying guests of messages; will facilitate security of department keys.
- Responds quickly to guest requests in a friendly manner. Follows up to ensure guest satisfaction.
- Provides a professional image at all times through appearance and dress.
- Follows company policies and procedures.

**Preferred Education & Qualifications:**

- High School diploma or equivalent.
- A minimum of one year food and beverage and/ or hospitality related work experience required.
- Special consideration will be given to those who exhibit exemplary performance.

If you are interested in joining the liveliest hotels in Canada, each with their own unique sense of place then we want to hear from you!

**Apply by August 17, 2010 or contact:**

**Human Resources  
905-361-9560  
rpritzker@silverbirchhotels.com  
www.silverbirchhotels.com**

SILVERBIRCH HOTELS & RESORTS IS SUPPORTIVE OF WORKFORCE DIVERSITY AND ENCOURAGES APPLICATIONS FROM QUALIFIED INDIVIDUALS.