Night Auditor

Sandman Hotel Group

Job ID
50388

VIEW THIS JOB ONLINE: https://mail.newcomersjobs.com/jobs/50388

LOCATION	DATE POSTED	EXPIRY DATE
1750 Sargent Avenue, Winnipeg, MB | Manitoba	08-06-2026	05-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 20.00	1 to less than 7 months	No degree, certificate or diploma

Job Details

Join our team and enjoy the many benefits of working for Canada's fastest-growing, privately-owned hospitality company, including a competitive employee compensation package, diverse employee schedules, and internal corporate career advancement. If you are looking for a future career in hospitality, then the Sandman Hotel Group is for you.

The Hotel Night Auditor will be responsible for conducting a nightly audit, balancing and consolidating departmental ledger accounts, preparation of various hotel operating reports. They are required to work through the night shift on the front desk.

How to apply:https://jobs.dayforcehcm.com/en-US/northlandproperties/SANDMANHOTELGROUP/jobs/39540

Job Description

JOB REQUIREMENTS:

Fluent in English and French (preferred)
High School Diploma, G.E.D. or equivalent
Completion of a two-year apprenticeship program, or a college program in front desk operations or hotel management preferred
Experience in all aspects of customer service and people management
Strong working knowledge of hospitality industry principles, methods, practices, and techniques
Strong working knowledge of accounting practices and principles
Ability to analyze and interpret the needs of clients and offer the appropriate options, solutions, and resolutions required
Exceptional conflict resolution, negotiation, and objection handling skills
Able to respond quickly in a dynamic and changing environment
Able to build and maintain lasting relationships with corporate departments, key business partners, and customers
Knowledge of cost analysis, fiscal management, and budgeting techniques
Able to effectively communicate both verbally and in writing

DUTIES:
Maintain an inventory of vacancies, reservations and room assignments

Register arriving guests and assign rooms
Answer enquiries regarding hotel services and registration by letter, by telephone and in person, provide information about services available in the community and respond to guests' complaints
Compile and check daily record sheets, guest accounts, receipts and vouchers using computerized or manual systems
Present statements of charges to departing guests and receive payment.
Hotel security
Post all daily room and outstanding charges.
Take over from the evening cashier, checking and accepting float and takings.
Accept revenue and floats from restaurant cashiers, ensuring that these are securely locked away.
Accept and lock away keys from various departments.
Prepare Credit Card/Charge Card summaries and post to DAB's account.
Maintain a high standard of personal hygiene and appearance.

APPLICABLE SKILLS:
Excellent customer relations.
Must have time-management skills.
Adaptable to change and be able to handle multiple priorities under pressure.
Eager and focused to exceed guest expectations.

We believe that by taking care of our team members, we create a positive atmosphere that benefits both our team members and guests. We want you to love coming to work and also find that working with Northland has a positive influence on your life outside of work.

PERKS
Rewards & Recognition
Discounted Hotel Stays for team members and Family & Friends rates too!
25% discount at our restaurants for up to 6 people
Discounted Passes/Lift tickets at Grouse Mountain and Revelstoke Mountain Resort
Ongoing Employee events, incentives & recognition
Growth Opportunities- Career Advancement starts from Within
Dedicated Training Program
Employee Assistance Program (EAP)- Free mental Health Support, Legal & Financial Counselling
Refer a friend or family and earn money!
Group Life Insurance, Extended Health, Dental, Vision Care!
Complimentary Stays
RRSP Matching
Milestone Rewards
Tuition Credit Program

SUMMATION:

Submission of resume does not guarantee an interview or an actual transfer. Qualified applicants are encouraged to apply, provided they meet the minimal requirements of the applicable skills required. You must be legally entitled to work in Canada to apply as the employer does not have a Labour Market Impact Assessment (LMIA) that would support a foreign worker. Applications will not be accepted via email or in person. We thank all applicants for their interest in Career

opportunities with The Sandman Hotel Group, however, only those applicants we wish to interview will receive a reply to their application.**

ABSOLUTELY NO PHONE CALLS PLEASE

Sandman Hotel Group is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Sandman Hotel Group does not discriminate on the basis of disability, veteran status or any other basis protected under federal, provincial or local laws. Sandman Hotel Group takes seriously its obligations under the Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005. Requests for accommodation can be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.

At Northland Properties, we are committed to building a network of talented professionals who can help to provide exceptional hospitality experiences. As an equal opportunity employer, we are constantly seeking motivated and enthusiastic individuals to join us in various fields, including Construction, Finance, IT, HR, Marketing, and Support Center. To join our dedicated team and be a part of our thriving hospitality community, explore the exciting career opportunities available at https://northland.ca/careers/.
Job De

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