



NOW HIRING

Night auditor

At 70k, we are currently looking for a Night Auditor to strengthen our reception team at one of our 5* boutique hotels in Barcelona.

Main tasks and responsibilities:

- Ensure flawless reception service during the night hours, offering a warm welcome to guests.
- Manage the check-in and check-out process.
- Attend promptly and professionally to guest inquiries, requests, and complaints.
- Administer and manage reservations.
- Conduct the night audit of financial transactions, including room charges, cash handling, and credit card transactions.
- Reconcile and balance all income accounts, including reception and food and beverage.
- Supervise and maintain security and peace at the hotel during the night hours.

Requirements:

- Previous experience in hotel reception or similar roles.
- High customer service orientation and ability to effectively problem-solve.
- Availability for the night shift.
- Responsible, committed, and versatile person, eager to work in a boutique and family-owned hotel.
- High level of proficiency in Spanish and English. Other languages will be valued.

Benefits:

- Full-time indefinite contract
- Salary according to the collective agreement of 5-star hotels
- Night shifts include a night differential pay
- We provide meals and a uniform