

<b>Scheda Dettagliata</b>	
<b>Riferimento</b>	EURES Belgio EOJD 23/03/2021
<b>Mansione</b>	Night Auditor (Cruise Ships)
	<p>Night Auditor (Cruise Ships)  Workplace country: Belgium  Settore: Accommodation and food service activities  Livello di istruzione scolastica: Post- secondary education (Vocational training)  Esperienza lavorativa: Work experience is required  Languages Fluently spoken English or German  Application methods: Application via platform  <a href="https://www.europeanjobdays.eu/it/node/264_695">https://www.europeanjobdays.eu/it/node/264_695</a> or APPLY NOW WITH  <a href="https://www.hermesrecruitment.com/">https://www.hermesrecruitment.com/</a>  Number of positions: 10  Date of expiry: 31 Dicembre, 2023  Link for more information: <a href="https://www.hermesrecruitment.com/">https://www.hermesrecruitment.com/</a>  Checks Front Desk accounting records for accuracy and, on a daily basis, summarizes and compiles information for the financial records. Prepares a summary of cash, check, and credit card activities, reflecting the financial performance for the day.</p> <p><b>DUTIES &amp; RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Posts room charges and taxes to guest accounts</li> <li>• Processes guest charges voucher and credit card vouchers</li> <li>• Post charges to the guest accounts that have not been posted or were incurred on the night audit shift</li> <li>• To verify that all transactions performed at the front desk are supported by documentary evidence and signatures as necessary and that they have been correctly posted and allocated into PMS system</li> <li>• Prints and files reservations for the next business day</li> <li>• Verifies all account postings and balances</li> <li>• Verifies that room rates are correct and posts those rates to guest accounts</li> <li>• Is able to function as a front desk agent especially in terms of check-in and check-out procedures</li> <li>• Tracks room revenues, occupancy percentages, and other front office statistics</li> <li>• Prepares a summary of cash, check, and credit card activities</li> <li>• Summarizes results of operations for management</li> <li>• Check figures, postings, and documents for accuracy. Record, store, access, and/or analyze computerized financial information</li> <li>• Follow the end of day checklist • Must have complete knowledge of emergency procedures</li> <li>• Balance the day's charges, making corrections as necessary</li> <li>• Performs wake-up calls</li> <li>• Understand the principles of auditing, balancing, and closing out accounts</li> <li>• Respond to guest needs, special requests and complaints and alert the appropriate manager as needed</li> <li>• Perform nightly balancing of in- room video and long-distance telephone services</li> </ul> <p><b>QUALIFICATIONS &amp; REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Valid EU passport</li> <li>• Fluently spoken English or German</li> <li>• Hospitality degree will be considered an advantage</li> <li>• Previous experience in luxury establishments</li> <li>• Pleasant and communicative character</li> <li>• Professional attitude and appearance</li> <li>• Reliability and hard work • Great team spirit</li> </ul> <p><b>REWARDS &amp; BENEFITS</b></p> <ul style="list-style-type: none"> <li>• Competitive salary and bonuses depending on qualifications and expertise</li> <li>• Seasonal or permanent employment</li> <li>• Medical and Social Insurance</li> <li>• Accommodation and meals</li> <li>• Flight tickets refund upon successful completion of the contract</li> </ul> <p><b>FOLLOW US</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.facebook.com/hermesrecruitment">facebook.com/hermesrecruitment</a> • <a href="https://www.linkedin.com/company/hermesrecruitment">linkedin.com/company/hermesrecruitment</a> • <a href="https://www.instagram.com/hermesrecruitment">instagram.com/hermesrecruitment</a> • <a href="https://www.vk.com/hermesrecruitment">vk.com/hermesrecruitment</a> • <a href="https://www.twitter.com/hermesrecruit">twitter.com/hermesrecruit</a></li> </ul>
<b>Sede</b>	Belgio
<b>Numero posti</b>	10

<b>Titolo</b>	Post-secondary education (Vocational training)
<b>Azienda</b>	
<b>Tel</b>	
<b>Email:</b>	<a href="mailto:eures@afolmet.it">eures@afolmet.it</a>
<b>Sito:</b>	<a href="https://www.hermesrecruitment.com/">https://www.hermesrecruitment.com/</a>
<b>Indirizzo</b>	
<b>Scadenza:</b>	31/12/2023