

# NIGHT AUDITOR

## EXPERIENCE GUIDE

### ON A NIGHTLY BASIS, YOU WILL...

- Be a gatekeeper of the Hotel Dryce experience before, during, and after a guest stay
- Advise and guide guests from a concierge perspective in order to define their Fort Worth experience
- Anticipate our guests needs and multitask with ease
- Carry out requests in an assured, hands-on manner
- Take pride in delivering memorable and personalized guest experiences
- Ensure all common areas are maintained in a welcoming, safe, and cleanly manner
- Smoothly drive all of the hotel communication methods
- Efficiently utilize hotel technology systems to support our operational procedures, including reservations, arrivals, departures, payments and all guest requests
- Perform all accounting tasks, necessary verifications and reconciliations that will lead you to transition the hotel into a new day
- Produce essential reports and dashboards for the hotel's management
- Ensure the safety and the tranquility of the hotel
- Collaborate cross-departmentally with housekeeping, bar, and leadership teams
- Perform any other tasks to ensure smooth operation of Hotel Dryce

### IN YOUR PROFESSIONAL LIFE, YOU ARE A...

- Night owl with a strong attention to detail
- At ease in unpredictable environments
- Comfortable taking initiative
- People-person with a hospitable nature
- Fort Worth enthusiast with a desire to share your insider knowledge
- Strong interpersonal communicator with technical skills
- Proactive worker with a positive attitude
- Creative problem solver with a capacity to multitask
- Good listener with the ability to empathize
- Entertainer with stories to tell
- Organized with capacity to follow-through on tasks
- Trustworthy and autonomous
- Consistently available to work 11pm - 7am Monday - Sunday
- Forward-facing community member with hotel/hospitality experience

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