

ILT

For Our Community

Night Manager

WHY WE ARE HERE

We are a high-performing community owned organisation with a clear purpose – to create and contribute to a vibrant Invercargill. People are at the heart of everything we do. Our team act with integrity, strive to excel and approach every undertaking with enthusiasm, drive and energy.



7 days a week, rostered

WHY THIS ROLE EXISTS

Our Night managers ensure our superb guest experience is maintained overnight, assisting in late guest arrivals and early departures as well as completing daily financial audits.

WHAT YOU WILL DO

Our Night managers role is to complete the daily audit of hotel including end of trade financials and banking. Also managing the reception desk throughout the night and preparing for the following day. Night managers also cover security of the reception area overnight as well as late night room service for our guests.

KEY OUTCOMES

- All tasks identified on the Night Manager/Auditor checklist are completed to a high standard.
- Management directives are carried out for the comfort and safety of all clients and that all aspects of fire, sustainability, health & safety are maintained to stated levels
- All daily audit requirements, maintaining records and filing is processed efficiently and accurately
- Maintain a customer focused, professional and friendly image at all times
- Maintain established dress code and present a well-groomed appearance
- To assist in any other area as and when requested by the Duty Manager or nominee
- Perform any tasks requested by senior management as time permits
- Prepare after hours room service meals to required standards, charge to rooms and deliver
- Oversee Hotel operations when Hotel duty manager has signed off from their shift.
- Champion, comply and promote health, safety and wellbeing within ILT
- To maintain the standard and culture of the team by setting an example to new members of staff and assisting in their training when required.

YOU BRING TO THE ROLE

- Professional, friendly, client-focused approach.
- Exhibits clear, concise written and verbal communication with precise attention to detail and high accuracy.
- Enjoys working with numbers and problem solving accounting discrepancies.
- Proven commitment to the team by demonstrating good listening skills
- Strong computer literacy
- Personable Team player but able to work with minimum supervision
- Community focused with a passion for people and the community
- A professional appearance with a positive attitude adaptability and flexibility.