



An Affiliate of the Métis Nation of Alberta

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metiscrossing.org

Night Auditor

Location: Métis Crossing, Smoky Lake, AB

Closing Date: Open Until Suitable Candidate Found

Position Status: Full time, Permanent

The Organization

Métis Crossing is Alberta's first major Métis destination where we share and celebrate the Métis culture with all people! With their unique designs that combine both traditional and contemporary Métis craftsmanship, The Lodge and the Gathering Centre at Métis Crossing are special blends of comfort, culture, and Métis history. Directly adjacent to the Cultural Gathering Centre, our 40-room boutique Lodge offers scenic views overlooking the majestic North Saskatchewan River, the very route used by our Métis ancestors as they gathered here to trade. The Cultural Gathering Centre is the base for all our cultural and educational programs. The Lodge offers a Bistro for coffee and express breakfast, as well as a Lounge for cocktails and light snacks. Together they are an ideal location for corporate and government retreats as well as family gatherings.

The Opportunity

Métis Crossing is seeking an experienced Night Auditor. Reporting to both the Accommodations Manager and the Financial Controller, the Night Auditor is responsible for Front desk administrative functions, including daily reports and balancing and closing daily transactions for the restaurant, bistro, lounge and Lodge. In addition, the Night Auditor will assist Finance with completion and processing of client invoices and manage the hotel's reservation system.

Key Responsibilities

- Prioritize Guest needs and inquiries.
- Manage reservations and guest information in Smart Hotel Software
- Finance data entries and reconciliations
- Check in and check out guests.
- Clean, organize and maintain front desk, common and guest areas.
- Manage cash and payment systems.
- Assist with food service in The Lodge Bistro
- Follow Standard Operating and Safety Procedures
- Communicate with customers, co-workers, and supervisors.
- Launder linens and provide guest room housekeeping.
- Handle phone, email and in-person inquiries
- Respond to guest inquiries and concerns.

- Lead emergency response at the site during shift.
- Site security

Skills & Competencies

- Written and verbal communication
- Customer service
- Conflict Management
- Able to work in and with diverse audiences of varying cultural backgrounds and ages.
- Flexibility to adjust to changes in schedule and assignments.
- Attention to detail.
- Able to work independently and with others in a team, as well as take direction from others.
- Physical capability including ability to stand for the duration of shifts and lifting up to 50 lbs (25kg).
- Organizational and time management.
- Calm, professional demeanor.
- Problem solving and independent decision making.
- Strong attention to detail.
- Cultural sensitivity
- Safety leadership, emergency response and risk management.

Preferred Qualifications

- Minimum 2 years related experience working front desk in a hotel/lodge environment.
- Minimum 1-2 year's experience in Front Office/Accounting.
- High school diploma required.
- Level C First Aid/CPR would be an asset.
- Ability to obtain and/or maintain WHMIS certification.
- Basic understanding of food service requirements.
- Microsoft Office
- Computer proficiency
- Must be able to speak, read, write, and understand English.

Other Requirements

- Ability to work at in-person at Métis Crossing in Smoky Lake.
- Ability and aptitude to work night shift, including over weekends, as scheduled.
- Access to transportation to and from the site.
- Clear Criminal Record Check and Vulnerable Sector Check.
- Knowledge of Alberta history and cultural diversity an asset.
- Knowledge of Métis culture, history, and issues affecting Métis people an asset.

Employment Details

- Schedule will include nights and may include weekends.

What we Offer

- A rich Indigenous cultural experience.

- Opportunity to work at the first Major Métis cultural interpretive center.
- Personal development & career opportunities.
- Training.
- A comprehensive benefit package and employer/employee Pension Plan contributions.
- Three (3) weeks paid vacation.

Please submit your email to employmentmc@metis.org.

Métis Crossing thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.