



OVERNIGHT FRONT DESK AGENT/NIGHT AUDITOR  
| part time |

Edson Hill is looking for a diligent candidate for part-time front desk and light security duties during the night shift from 11 pm to 7 am. You will be responsible for checking late arrival guests into the hotel, attending to any requests made by guests during your shift, and periodic security rounds of the property.

To be successful in this role, you should have excellent attention to detail and a commitment to exceptional customer service. Candidates will be able to manage their time wisely, in order to properly prioritize their various duties. Come join our committed Team of wonderful people!

#### Duties and Responsibilities

- Greet guests upon arrival, check them in and provide them with any information they need to enjoy their stay
- Answer phones
- Respond to guest requests and emergencies
- Security rounds of the property throughout the shift
- Summarizing each night's operations and listing any follow-up tasks

#### Skills

- Experience as an overnight front desk agent, security guard or a similar role, preferably in the hospitality industry
- Knowledge of safety and security procedures
- An eye for detail
- Good problem-solving skills
- Strong customer service skills
- The ability to multitask
- Strong written and verbal communication skills
- Availability to work overnight
- Ability to remain calm in stressful situations
- Must be able to work independently with minimal supervision

Job Type: Part-time

Salary: \$18.00 - \$20.00 per hour

#### Benefits:

- Employee discount
- Vision insurance

Schedule:

- 8 hour shift
- Night shift
- Overnight shift
- Weekend availability

Ability to commute/relocate:

- Stowe, VT 05672: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Security: 1 year (Preferred)
- Night Auditor: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

Shift availability:

- Overnight Shift (Required)
- Work Location: In person