



Job Posting – Night Auditor

About Us

Located in the winter wonderland of Revelstoke, British Columbia, Eagle Pass Heli strives to provide remarkable, unparalleled experiences to our guests and staff. We are an efficient team of like-minded individuals found happiest in the mountains, fulfilled by small town living, and are always seeking the next pursuit. We pride ourselves on providing a workplace that is supportive, safe, entrepreneurial in spirit, and most importantly fun.

Job Overview

The Lodge Night Auditor is responsible for all lodge nightly operations including guest services, security, basic maintenance, cleaning, snow clearing, financial duties, and other tasks as delegated during their shift. They uphold high standards at the lodge and provide the best experience possible for guests and staff alike by maintaining a clean and safe work environment that promotes excellence. They lead by example, address all situations in a professional manner and diligently create, enhance, and follow procedures that ensure a high standard of care and service for guests each night.

Employment Details

Type:	Full time, seasonal
Contract Date:	For the 2024/25 winter season
Reports To:	Director of Hospitality & Lodge Operations
Compensation:	Based on experience Tips and Gratuities
Vacation:	Paid out each paycheque
Benefits:	EPH Staff Uniform Staff Heli-Skiing (1 day guaranteed, additional days based on performance) Discounts with EPH suppliers and partners Paid training, staff meal, and breaks
Work Location:	Primary: Eagle Pass Lodge, 1467 Highway 23 South, Revelstoke May include Daybase and Office locations on occasion
Physical Demands:	A moderate level of physical stamina and mobility required including ability to reach, carry, kneel and bend May require the ability to lift up to 30 lbs

Roles and Responsibilities

- Clear and concise communication with guest requests and arrangements
- Monitor the security of the building and occupants within
- Follow housekeeping checklist
- Post room charges and taxes to guest accounts



- Organise and file reservations for the next business day
- Verify all account postings and balances
- Function as front desk agent for late check in or early check outs
- Track room revenues, occupancy percentages, and other front office statistics
- Prepare a summary of cash, cheque and credit card activities
- In-depth knowledge of emergency procedures and resources
- Understand the principles of auditing, balancing and closing out accounts
- Knowledge of building and equipment to ensure guest comfort
- Document all communications in log book accurately
- Competently follow daily, weekly and monthly checklists for cleaning and maintenance as required
- Follow all company safety and security procedures
- Report any maintenance issues, room damage or safety hazards to management
- Review communication log at start of shift and complete at end of shift
- Occasional bartending as needed
- Completing snow removal both shovelling by hand and by snowblower
- Assisting chefs with prepping guests' lunch kits
- Driving company vehicles, fueling vehicles and visiting other work locations as necessary
- Setting up rental skis and snowboards in accordance to training given at start of season

Key Skills and Proficiencies

- Excellent time management skills & the ability to take ownership of tasks to ensure accurate completion
- Previous hotel front desk experience of 1-2 years an asset, experience handling cash, accounting procedures, and general administrative tasks
- Must have own reliable vehicle to get to and from work
- Class 4 driving license an asset

To Apply

Please send all resumes to hr@eaglepassheli.com. Resumes will be accepted until a successful candidate has been found. Thank you for your interest in working with us, however, only qualified candidates will be contacted for an interview.

Eagle Pass Heliski is an equal opportunity employer. We evaluate qualified applicants without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin disability, veteran status, and any other legally protected characteristics.

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