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Night Auditor - TRU By Hilton Downtown

Indianapolis, IN

Full-time

\$16.00/hour



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TRU Downtown Indianapolis, IN is an EEO employer - M/F/Vets/Disabled

Come join the energetic, young-at-heart hotel TRU By Hilton 1 mile from downtown Indianapolis! We are hiring for a Night Auditor to join our TEAM, that promotes a strong work ethic and values. Offers a great working environment and was voted Best Hospitality Company to Work for by Randy Starr and 5 Starr Engagement on associate opinion surveys in 2024.

We offer a referral bonus program for all levels.

Benefits:

- MEC Plus Advantage Plan/Dental/Vision/Supplemental Coverage with Reliance Standard
- Paid Holiday for Full Time/Part Time – Upon hire
- Paid Time Off for Full Time/Part Time – 6 Months of Service
- Nationwide Employee Stay Discounts for Hotel Brand

Qualifications:

- Ability to effectively deal with internal and external customers, some of whom will require high levels of patience, tact, and diplomacy to defuse anger, collect accurate information and resolve.
- Ability to understand and follow directions
- Excellent customer service skills
- Hotel experience preferred.

Responsibilities:

- Responsible for completing required shift paperwork, reports as assigned by General Manager, and end of shift cash closing procedures
- Reconcile end of the day cashier transactions, ensuring the accuracy of guest billings and city ledger transactions, in addition to basic hotel functions such guest registration and checkout
- Ability to effectively deal with guest and employee concerns in a friendly and positive manner.
- Run night audit reports from all computer profit centers, outlets, make corrections and adjustments to guest folios if needed.

Shift: 11:00PM – 7:00AM, must be available during the week, weekend, and holidays.

Visit company website: www.dorahg.com

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Maintenance Assistance TRU By Hilton

Indianapolis, IN Full-time \$17.00/hour



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TRU Downtown Indianapolis, IN is an EEO employer - M/F/Vets/Disabled

Come join the energetic, young at heart hotel TRU By Hilton 1 mile from downtown Indianapolis! We are looking to hire a Maintenance Assistance. The property offers a great working environment and was voted Best Hospitality Company to work for by Randy Starr and 5 Starr Engagement on associate opinion survey in 2023.

We offer a referral bonus program for all levels.

Must have open availability including weekends and holidays. Shift:3:00PM to 11:00PM

Benefits:

- MEC Plus Advantage Plan/Dental/Vision/Supplemental Coverage with Reliance Standard.
- Paid Holiday for Full Time/Part Time Upon Hire.
- Paid Time Off for Full Time/Part Time 6 Months of Service.
- Nationwide Employee Stay Discounts for Hotel Brand.

Qualifications:

- Ability to perform preventative/general maintenance and repairs to the property.
- Requires ability to receive written and verbal direction.
- The ability to be availability for emergency repairs.
- Minimum of 1 year Hotel Maintenance Experience Preferred.
- Must have reliable transportation

Responsibilities:

- Maintain the property, including outside grounds, making necessary repairs, preventative maintenance tasks in a manner to guest satisfaction and complete assigned repair orders on general repairs.
- Maintain accurate records to include serial numbers of all equipment and logs of maintenance activities as required by law, local ordinance, health regulation, and brand standards.
- Prioritize workday by always placing guest impact and safety items first.

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Front Desk Agent - TRU By Hilton Downtown

Indianapolis, IN

Full-time

\$15.00/hour



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TRU Downtown Indianapolis, IN is an EEO employer - M/F/Vets/Disabled

Come join the energetic, young-at-heart hotel TRU By Hilton 1 mile from downtown Indianapolis! We are hiring for a Front Desk Agent to join our TEAM, that promotes a strong work ethic and values. Offers a great working environment and was voted Best Hospitality Company to Work for by Randy Starr and 5 Starr Engagement on associate opinion surveys in 2024.

We offer a referral bonus program for all levels.

Must be available: 7:00 AM to 3:00PM and 3:00PM to 11:00PM

Benefits:

- MEC Plus Advantage Plan/Dental/Vision/Supplemental Coverage with Reliance Standard
- Paid Holiday for Full Time/Part Time – Upon hire
- Paid Time Off for Full Time/Part Time – 6 Months of Service
- Nationwide Employee Stay Discounts for Hotel Brand

Qualifications:

- Ability to effectively deal with internal and external customers, some of whom will require high levels of patience, tact, and diplomacy to defuse anger, collect accurate information and resolve.
- Ability to understand and follow directions
- Excellent customer service skills
- Hotel experience is preferred, not required.

Responsibilities:

- Responsible for greeting customers immediately with a friendly and sincere welcome.
- Will use a positive and clear speaking voice, listen to, and understand requests, respond with appropriate action, and provide accurate information such as outlet hours and local attractions.
- Completing required shift paperwork, reports as assigned by General Manager, and end of shift cash closing procedures
- Creating guest reservation, completing guest registration, applying charges and payment to guest folios.

Visit company website: www.dorahg.com

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