

ASSISTANT NIGHT MANAGER

Brand	Crowne Plaza	Salary Range	Competitive
Contract	40 hours per week (FT)	Work location	Manchester City Centre (M4)
Supports	Night Audit team	Reports to	Night Manager
Closing date	28.02.19	Additional info	Clean UK driving licence required

What you'll be doing!

Crowne Plaza Manchester City Centre requires an Assistant Night Manager to join our team immediately. We're looking for an ambitious, hardworking management professional who loves to crunch numbers alongside responding to guests needs. The candidate will support the Night Manager in looking after the hotel overnight and overseeing the audit procedures, accounting functions and will need to communicate effectively with the night manager and security team to ensure the safety of our guests. The ideal applicant should be capable of working productively within a team and at times on their own to complete basic functions, such as checking guests in and out, reconciling accounts, communicating with reception / F&B / housekeeping, and taking initiative for necessary tasks. A flexible schedule and willingness to work occasional overtime when necessary would be welcomed!

Who you'll be working for!

Crowne Plaza Manchester City Centre opened its doors in 2008 and has been wowing our guests since then. Perfectly situated in the heart of Manchester in the trendy Northern Quarter, Victoria and Piccadilly Stations and Shudehill Tram and Bus Interchange are all within a short walking distance of this stunning city centre hotel. With the Manchester Arena, The Printworks and the Manchester Arndale centre on our doorstep we attract guests from all over the world for lots of different reasons. With 228 bedrooms, a gym, meetings rooms and our cosy and inviting glasshouse bar and restaurant we really are a spectacular place to start your Centre Island career journey.

There's nothing complicated about dealing with business people. They're just people. Doing business. By day, international marketing superhero. By night: fluffy bath robe and a box set.

Like Liz, who's left her laptop cable in the cab. Or Mario, who's secretly missing his cats. The early riser, who's first in the gym. The sales team preparing for the 'big pitch' over a freshly prepared lunch. At Crowne Plaza Hotels and Resorts, we embrace the new world of business and understand that Modern business travellers want a hotel (and a hotel team) that understands and supports them, helping at every turn.

Our Values

At Centre Island you'll be joining a growing family of 10 hotels with over 800 employees. At Centre Island whether you're working at our branded IHG hotels or our independent boutique, we deliver the brand with Centre Island Values. All our employees are engaged & enthusiastic with a Centre Island personality.

We believe our values are an integral part of our business and our teams strive to always:

- Act with **INTEGRITY** and **CARE**
- Be **ENGAGED** with customers and colleagues alike
- Have **PASSION** and take **OWNERSHIP** in everything they do
- Strive to be **CREATIVE** to continuously improve

What we offer you!

- 28 Days holiday increasing to 33 days after your 5th year of service
- Free meals on duty & full uniform provided
- Access to IHG's worldwide Employee Rate and Friends & Family discount schemes
- Internal Rewards programme where you can get recognised with Love 2 Shop vouchers for demonstrating great work
- Training & Development and the opportunity to work with a fast paced, customer-focused company

Job Profile

Main Duties and Responsibilities:

1. Oversee the hotel security
2. Manage the team on duty
3. Deal with guest issues
4. Support the security team
5. Deal with maintenance issues overnight
6. Supervise the balancing the days card purchases
7. Balance the days conference postings
8. Balance the days overall revenue report
9. Prepare the hotel lobby for the morning
10. Support the reception team during busy mornings

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

So go on - show us how your passion and personality are the perfect fit to deliver memorable experiences to our guests!