



Small rooms – great stay

## Night Auditor – Smarthotel Bodø

Smarthotel Bodø is looking for a reliable and service-minded night receptionist to join our team!

### About the position

As a night receptionist, you will be the hotel's main point of contact during the night. You are responsible for guest service, security, and hotel operations during the quiet night hours, helping to ensure our guests have a safe and pleasant stay.

### Key responsibilities

- Check-in and check-out of guests
- Handling guest inquiries (by phone and at the front desk)
- Simple administrative tasks and reporting
- Preparing public areas for the next day
- Ensuring safety and following routines during night hours
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### Qualifications

- Experience from hotels, reception work, or other service roles is an advantage
- Good Norwegian and English skills, both spoken and written
- Basic computer skills
- Ability to work independently and in a structured manner

### Personal qualities

- Service-oriented and welcoming
- Responsible and reliable
- Calm and problemsolving, even in unexpected situations
- Enjoys working night shifts

### We offer

- A friendly and inclusive working environment
- Varied tasks and responsibilities
- Opportunities to develop your skills within the hotel industry
- Salary by agreement

**Working hours:** Night shifts (rota/shift schedule by agreement)

Application deadline: As soon as possible

### How to apply

Please send your application and CV to [krista.danga@smarthotel.no](mailto:krista.danga@smarthotel.no) and mark your application "Night receptionist – Smarthotel Bodø."