

URGENT VACANCY

The Farmington Hotel is located in Robertsfield, right opposite Roberts International Airport, and will open in May. With 164 rooms, restaurants, bars, leisure facilities and the largest conference facilities in the country it will set new standards in Liberia's hospitality industry and beyond.

We are recruiting:

Night Auditor

He / She should have experience in similar (accounting, controlling front office) position.

Key Responsibilities:

- Ensures proper accountability of Hotel Daily revenues & perform Night Audit
- Ensure all Cash & Credit Sales are posted & balanced.
- Checks for Sales Checks against Daily Sales summary & ensures that all Revenue checks are recorded.
- Follows the Night audit check list for any discrepancies. Run through the In-House Guest Ledger for the closing Balance against Guest Folio Balances.
- Checks all Room Rate postings, transfers to A/R Ledger, and settlements

Requirements are

- More than 5 years of experience in hospitality industry
- Bachelor degree in Accounting or related field. Post Graduate is a plus
- Willing and able to work at night and on weekends

BARTENDER (M/F)

Key Responsibilities:

- Ability to create excellent guest drinking experience and atmosphere
- Create classic and innovative drinks exceeding customers' needs and expectations

Requirements are

- Excellent knowledge of all international beverages (incl. cocktails)
- More than 5 years of experience as a bartender
- Minimum High School Diploma

Other requirements for both positions

- Liberian nationals only
- Excellent English communication skills
- Willing & able to work late, night and weekends
- Must be willing to relocate to Harbel area

Full Job Description available via jobs@thefarmingtonhotel.com

Send your full application (cover letter, CV & references) to jobs@thefarmingtonhotel.com with earliest possible date of resumption. **Deadline** for submission of application is **COB 31 May 2017**.

