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Income Clerk

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Company: Mandarin Oriental Hotel

Location: İstanbul

Category: other-general

Income Clerk

Apply now **Position**Income Clerk (Full time #530161)

Property / Office:Mandarin Oriental Bosphorus, Istanbul

LocationIstanbul, Turkey

The Hotel

Mandarin Oriental Bosphorus, Istanbul has become Mandarin Oriental Hotel Group's second hotel in Turkey. The hotel is located on the European side of Istanbul, in the luxurious residential district of Kuruçeşme, right next to the unique Bosphorus.

Mandarin Oriental Bosphorus, Istanbul located on the shores of the Bosphorus with its lush, generous, and magical gardens, in the city center with two outdoor pools, 100 spacious guest rooms and suites, rich Sunday brunches with menus from unique Turkish and world delicacies, world-famous Novikov Restaurant for lunch and dinner, serving Italian and Mediterranean specialties, as well as delicious sushi varieties and many other special Pan-Asian delicacies, consists of innovative restaurants and bars and opulent and elegant banquet facilities. Spanning an area of 3,500 square meters, The Spa at Mandarin Oriental Bosphorus, Istanbul, is one of the best and most comprehensive health and beauty centers in Istanbul.

QUALIFICATIONS AND JOB DESCRIPTION

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Duties and Responsibilities

To audit, prepare and issue the Daily Flash Report, Weekly and Monthly revenue reports to Hotel Management and Head Office in a timely and efficient manner

To audit, analyze & accurately record the revenues and statistics for Rooms

Accommodation, F&B, Spa and other hotel revenue including outsourced venues on a daily basis

To liaise with operational departments in the event data has not been submitted or is found to be inaccurate

To perform & document any daily ad hoc checks on data

To analyze & journal house account information in conjunction with the F&B, Rooms Division and Spa departments

To check any credits made to credit cards on a daily basis

To assist in the timely and orderly archiving of financial documents

To develop and maintain good working relationships with colleagues, other hotel departments and corporate office personnel

To liaise and answer queries from guests, hotel and corporate colleagues in a prompt, friendly and efficient manner

To attend any training sessions as and when required

Requirements

A Finance degree

Previous finance experience at Hotels

Excel knowledge

Good communication skills spoken and written both in Turkish & English

Attention to Detail

Must work in safe and organized manner

Advertised 18 Jun 2022 GTB Daylight Time

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