

# ORANGE MOON STUDENT SAFETY SERVICES LLC

## NIGHT AUDITOR JOB DESCRIPTION

### Part-time Remote Contractor

The Night Auditor works part-time evening/overnight hours from home. Software to perform responsibilities and duties will be provided via Orange Moon. The Night Auditor will use Orange Moon Internal Apps and Office 365 products (Word, PowerPoint, Excel, Outlook Calendar, Teams, and SharePoint) to complete task and workflow processes. This position requires that Night Auditors be comfortable reprimanding subordinates and communicating with leaders and executives. There is a 90-day intro period for all Night Auditors, and they are required to obtain a valid passport thereafter and be able to enter in and out of all countries. This position requires that you adhere to a mandatory no time off policy during the peak season of March - June.

### Responsibility & Duties:

- Provide an overwatch of service performance for Night (Chaperone) Monitors, including arrivals/departures, report logs, and other company policy/procedures
- Create Booking/Reservation for client
- Schedule/Assign Staff to booking
- Keep detailed logs of phone calls & emails answered during the shift
- Resolve issues with active service
- Close groups at the end of service
- Maintain regular checks-in with the home office during their shift
- Log completed tasks/accomplishments at the end of every shift
- Attend weekly ZOOM meetings
- Attend events, conferences, and other company business functions (as required)
- Obtain passport after the 90-day intro
- Training refresher before the start of each season and close-out review at the end of every season

### Qualifications:

- High School Diploma, GED, or equivalent required
- 2-4-year degree preferred (One year of relevant experience may be substituted for each year of required education)
- Must be authorized to work in the United States
- Must have your own desktop or laptop

- Must have and a strong internet connection
- Must have an active and available email address
- Must have a cell phone with text messaging for communication
- Must have availability to work overnight
- Must have an eye for detail
- Must have good problem-solving skills
- Must have strong customer service skills
- Must have strong written and verbal communication skills
- Must have the ability to multitask
- Must follow Orange Moon's mandatory uniform policy
- Must have a neat and clean appearance
- Must consent to a background check
- Must pass company training with a score of 90% or more
- Office 365 experience is preferred

For more information, please contact:

888-852-7375

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