



THE DOMINICAN IS HIRING

Function: Account Manager
Department: Sales & Marketing
Direct responsible: Sales Manager
Contract: Full time

Objectives and tasks

- You will be the main contact for our local active corporate clients. You will maintain a good relationship with the local contact person and develop loyalty. You ensure that the agreements are fulfilled. You have a clear view on the booking pattern of our contracted clients.
- You have a daily overview of which guests/companies are in-house and contact leads based on that. Your goal is to convert a lead (agency, company, associations, ...) into a contracted business. You enjoy making phone calls and you dare to address and contact people. You will organize the stay for VIP guests by personalizing their experience.
- You will be handling the requests for proposals (RFP) from international clients and managing associated administrative tasks.
- You will be in charge of our joint ventures (art and brand collaborations, The Dominican shop, ...) and you will prospect for new opportunities. You guarantee that the DNA of The Dominican (Fashion, Design and Luxury) is kept alive through various actions throughout the year.
- You will be conducting site inspections for potential clients or schools/students.
- You will be organizing FAM-trips for potential clients and assisting on the organisation of our corporate networking events.
- You will make sure that our data is always up to date (Monday.com) and take notes of the commercial weekly meeting.
- You will be assisting on the monthly reporting. You're comfortable with analyzing statistics.
- You will be assisting on the follow-up of fairs and events (preparing mailing actions, templates and negotiations).

The perfect match

- You are motivated to become a sales professional in the up-scale hotel industry;

- You preferably have previous experience(s) in a hotel, or you obtained a bachelor's degree in (hotel) management or similar;
- You have a genuine interest in hospitality and assisting guests;
- You possess excellent grooming standards and have excellent communication skills;
- You are self-confident and open-minded;
- You feel comfortable presenting the facilities of the hotel in front of a group in English and French.

Qualifications & requirements

- Commercially skilled;
- Structured & Analytical;
- Multilingual. Excellent knowledge of French and English is required, Dutch or other languages are a plus;
- Having perfect writing and speaking skills;
- Having an eye for detail.

We are

The Dominican is a 4* deluxe design hotel, a destination for elegance in the historical center of Brussels. The Dominican is the first member of Design Hotels™ in Belgium, distinguishing itself by offering a unique product and indulgent hospitality. The hotel offers 150 rooms, 3 meeting rooms, a gym with sauna & hammam, a restaurant, bar& terrace.

What we offer:

Joining The Dominican Family is also:

- 100 % Reimbursement of Public Transport
- Eco-cheque
- 1 free night & Staff discount in the hotels of the Carlton Group, including Design Hotel worldwide
- Fantastic and healthy meals
- Uniform
- Free online language classes

And having the great opportunity to...

- Live The Dominican experience
- Have the possibility to work for an international company
- Make 46 other amazing colleagues as your friend
- Develop your career
- Be part of a growing Company's Culture

Hungry for more details

Do you think we have a match? We would love to invite you at The Dominican!

Send your CV and motivation letter to human.resources@thedominican.be

The Dominican
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www.thedominican.be