



THE DOMINICAN IS HIRING

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

Key Responsibilities

- You will be the main point of contact for our **local active corporate clients**, with a strong focus on **B2B sales**. Your role involves maintaining solid relationships with company representatives, fostering client loyalty and ensuring all contractual agreements are fulfilled. You will monitor booking patterns and take the lead in evaluating and negotiating yearly agreements to support long-term business partnerships.
- You will keep a daily overview of which companies and guests are in-house, using this information to proactively identify and approach new leads. Your objective is to **convert prospects into contracted corporate clients**. You're confident making phone calls and enjoy direct outreach. You will also conduct site inspections to present our facilities to potential clients.
- You will manage **Requests for Proposals (RFPs)** from international corporate clients and oversee all related administrative processes. In addition, you will liaise with **Design Hotels**, who support the **RFP process and assist with international corporate contracting**, ensuring smooth coordination and alignment throughout the process.
- You will organize **FAM trips for potential and existing corporate clients** and provide support in planning and executing our corporate networking events.
- You will **support and negotiate** our **joint ventures**, including collaborations with art projects, luxury brands and cultural partners. While not a core focus of your role, you will work in close alignment with the **Marketing Department**, who lead the execution of these initiatives. Your contribution will mainly involve identifying potential opportunities that reflect our identity and assisting during the negotiation phase when needed.

- You will contribute to the **monthly reporting** and **commercial meeting** with confidence in collecting and analysing performance data to extract meaningful insights that guide sales strategy.
- You will be involved in **fairs and industry events**, whether by preparing materials, assisting with logistics and follow-up or **personally attending** to represent The Dominican and grow our corporate network.

The perfect match

- You preferably have **previous (sales) 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 **take pride in wearing a suit or corporate attire**, reflecting a polished and professional image in all client interactions.
- You have excellent **written and oral communication skills**, allowing you to interact confidently and professionally with clients, colleagues and partners.
- You feel comfortable presenting the hotel's facilities in front of a group in **English and French. Dutch is a strong plus** and considered a valuable asset in client interactions.

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 per year & 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@thedomincan.be

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