



## **THE DOMINICAN INTERNSHIP**

<b>Function:</b>	Conference & banqueting internship
<b>Department:</b>	Conference & Banqueting
<b>Direct responsible:</b>	General Manager
<b>Contract:</b>	full time

### **Objectives and tasks**

- Take ownership of all event & group enquiries, send offers, do follow up and do contracting
- Handle administration of the above and communicate effectively with other departments
- Become proficient with Opera
- Evaluate TDH versus competition based on competitor board information etc.
- Evaluate SWOT analysis of competitors vs TDH
- Active contribution towards the making of the S&M plan
- Assist colleagues within the department (i.e. assist Reservations with individual bookings) and with other departments.
- Participate in creation newsletters

### **Qualifications & requirements**

- Diplomatic
- Analytical
- Structured
- Decisive
- Multilingual (bilingual NL/FR, NL/ENG or FR/ENG is a must)
- Having perfect writing and speaking skills
- Having an eye for detail
- Creative

### **We are**

The Dominican is a 4\* deluxe design hotel, a destination for elegance in the historical centre 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 salons, a gym with sauna & hammam, a restaurant, bar & terrace.

## **Hungry for more details**

Do you think we have a match?

Send your CV and motivation letter to [human.resources@thedominican.be](mailto:human.resources@thedominican.be)

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