

## **THE DOMINICAN IS HIRING**

**Function:** Account Manager  
**Department:** Sales & Marketing  
**Direct responsible:** Director of Sales  
**Contract:** Full time (starting with a fixed-term contract)

### **Objectives and tasks**

- Prospect and manage the local & international corporate market by call, visit & mail.
- Prospect and manage the local & international governmental / institutional market by call, visit & mail.
- Prospect and manage the local & international MICE market by call, visit & mail.
- Prospect and manage the local international leisure market by call, visit & mail.
- Mapping the booking pattern of all contracted partners and approach the bookers (travel agents, management assistants, others...)
- Assisting the DOS towards the establishment and execution of the annual sales & marketing plan (including activity calendar).
- Presence / assistance on fairgrounds.
- Handling RFP's.
- Site inspections.
- Liaise with Design Hotels.
- Weekly / monthly reporting of all activities.
- Replacement of absent team members due to illness or holidays (banqueting / marketing / reservations).

### **Qualifications & requirements**

- Commercially skilled and experienced
- Persuasive
- Strategic
- 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
- Goal-oriented
- 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**

You receive a competitive salary, a meal on duty, The Dominican Experience, a yearly complimentary stay @ Carlton Hotel Collection and staff rates @ Design Hotels.

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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