



THE DOMINICAN IS HIRING

Function: Human Resources internship
Department: Human Resources
Direct responsible: Human Resources Manager
Contract: full time

Objectives and tasks

1. *Recruitment and selection of new staff*
 - Placement of advertisements
 - Processing applications (letters, appointments)
 - Giving advice on selection and recruitment to the Human Resources Manager
 - Welcoming and guiding applicants
 - Follow-up of personnel files; takes care of the data processing concerning recruitments, mutations, etc.
 - Making job descriptions
2. *Training of staff*
 - Registration of staff for training with HORECA BE PRO and Mensura
 - Follow-up of staff at training courses
 - Sends out invitations and takes care of the administration of the training courses
 - Looks at the brochures of the various training courses and advises managers about training courses for specific staff members
 - Introduction to training
3. *Administration of staff*
 - Preparing the administration for new employees with the Human Resources Manager
 - Keeping personnel files
4. *Social activities*
 - Birthday calendar, cards and gifts
 - Experience The Dominican for staff
 - Employee of the month/year election
 - Information Memo Board
 - Company culture development
5. *Schools contact*
 - Make contact with schools
 - Search interns

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.

What we offer:

Joining The Dominican Family is also:

- Fantastic and healthy meals

And having the great opportunity to...

- Have the possibility to work for an international company
- Make 48 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?

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

The Dominican
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