



THE DOMINICAN IS HIRING

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

Objectives and tasks

- Main contact for local active corporate clients.
- You closely follow-up the active contracts and ensure that the agreements made are fulfilled.
- Prospect the in-house MICE clients and contact leads from there.
- Have a good daily overview of which guests/companies are in-house and contact leads based on that. You make their stay as personal as possible and build loyalty with guests.
- Promote The Dominican in the neighborhood so that the value of our brand grows.
- In charge of our joint ventures and looking out for new opportunities.
- Pro-active mindset on future actions in order to keep all segments stable vs budget.
- Handling requests for proposals for international clients and follow-up.
- Participating / brainstorming on pricing strategy.
- Site inspections for potentials clients or schools/students.
- Organizing the stay for VIP guests and preparing corporate events / travel.
- Mapping the booking pattern of all contracted partners and approach the bookers, travel agents, management assistants,...
- The necessary administration associated with account management.
- Monthly reporting and analyzing the statistics.

The perfect match

- You are motivated to become a sales professional in the up-scale hotel industry.
- You have a genuine interest for hospitality and assisting guests.
- You preferably have previous experience(s) in a hotel or you obtained a bachelor's degree in hotel management or similar.
- You possess excellent grooming standards.
- Excellent communication skills.
- You are self-confident and open minded.

Qualifications & requirements

- Commercially skilled.
- Diplomatic
- Analytical
- Structured
- Decisive
- 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
- 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:

- 100 % Reimbursement of Public Transport
- Eco-cheque
- 10 free nights & 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

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