

WE ARE
HIRING!



THE
DOMINICAN
BRUSSELS

FRONT OFFICE INTERN

Do you think we have a match?
Send your CV and motivation letter to
human.resources@thedominican.be

The Dominican
Leopold street 9-15 1000 Brussels

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www.thedominican.be

FRONT OFFICE INTERNSHIP

Objectives and tasks:

- Greet and Welcome all guests approaching the Front Desk in accordance with the hotel standards
 - Check-in and check-out of our international guests and groups according to The Dominican hotel standards
 - Establish and maintain good communications and teamwork with fellow colleagues and other departments within the hotel
 - Ensuring proper billing and charging of all accounts
 - Handling and follow up on all guests requests
 - Answering the telephone
 - Learn to work at all the different shifts, morning, afternoon and night
- Do you love working with people from all over the world? Are you the person who can leave an unforgettable impression on our guests? You can be our new Front Office Trainee.

Qualifications & requirements:

- Diplomatic, analytical, structured, decisive
- Multilingual (bilingual NL/FR, NL/ENG or FR/ENG is a must)
- Eye for detail and understanding
- Efficacy and stress-resistant during rush time
- Upselling skills
- Team working attitude

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

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