

WE ARE
HIRING!



THE
DOMINICAN
BRUSSELS

RESERVATION INTERN

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

The Dominican

Leopold street 9-15 1000 Brussels

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www.thedomincan.be

RESERVATION INTERNSHIP

Objectives and tasks:

- Take ownership of all individual reservations (enquiries, follow up and confirmations)
- Handle administration of the above and communicate effectively with other departments
- Become proficient with Opera PMS
- Do weekly preview - arrivals check – group check
- Pro-active participation in transferring leads
- Active contribution towards sales and upselling
- Assist colleagues within the department (i.e. assist Conference & Events with group bookings) and with other departments front office (Individual bookings)

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

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