



## **THE DOMINICAN IS HIRING**

<b>Function:</b>	Night Receptionist (W/M)
<b>Department:</b>	Front Office
<b>Direct responsible:</b>	Front Office Manager/Assistant Front Office Manager
<b>Contract:</b>	Full time (38h)

### **Objectives and tasks**

- Establishing permanent contact with guests, providing optimal information in a foreign language in the following areas
- Performing daily work at the reception as well as supervising general operations simultaneously or in teams with other colleagues:
- Operate the telephone exchange.
- Greet, inform and direct visitors to persons staying at the hotel or to staff members.
- Recording payments using an automatic cash register system. If necessary, billing for services ordered outside the hotel by a guest.
- At the end of the service, check cash and credit card receipts and count the till.
- Encode individual or group reservations.
- Follow procedures such as lost property, parcels (sending and receiving) and credits.
- Maintain general order and security within the property.
- Ensuring night closing, night auditing and all related activities
- Ensure that the front and back office is clean and tidy and that all necessary equipment is in perfect working order. If necessary, contact the technical or housekeeping department for possible repairs.
- Know the use and operation of the equipment in the FO. Take action in case of errors or technical faults.

## **Qualifications & requirements**

- Diplomatic
- Analytical
- Structured
- Multilingual (bilingual NL/FR, NL/ENG or FR/ENG is a must)
- Having perfect writing and speaking skills
- Having an eye for detail

## **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
- 1 free night per year & Staff discount in the hotels of the Carlton Group, including Design Hotel worldwide
- Fantastic and healthy meals
- Uniform
- Free online language classes (after 3 months of contract)

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?

Send your CV and motivation letter to [human.resources@thedominican.be](mailto:human.resources@thedominican.be)

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