



## **THE DOMINICAN IS HIRING**

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

### **Objectives and tasks**

#### ➤ **Guest Relations:**

- Establish permanent contact with guests, providing optimal information in foreign languages on various topics.

#### ➤ **Reception and Operations:**

- Perform daily reception duties and supervise general operations, both independently and in collaboration with colleagues.

#### ➤ **Communication and Assistance:**

- Operate the telephone exchange.
- Greet, inform, and direct visitors to hotel guests or staff members.

#### ➤ **Financial Transactions:**

- Record payments using an automated cash register system. If necessary, bill for services ordered outside the hotel by guests.
- Check cash and credit card receipts and count the till at the end of each shift.

#### ➤ **Reservation Management:**

- Encode individual and group reservations.
- Follow procedures for lost property, parcels (sending and receiving), and credits.

#### ➤ **Order and Security:**

- Maintain general order and security within the property.

- Ensure night closing, night auditing, and all related activities.
- **Work Environment Maintenance:**
  - Keep the front and back office clean and tidy, ensuring all equipment is in perfect working order; contact technical or housekeeping for repairs if necessary.
  - Understand and operate front office equipment, taking appropriate 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:**

In return for your hard work and your engagement you can look forward to a salary commensurate with your experience, motivation, and commitment including:

### **Compensation and Benefits:**

- **Competitive Salary:** Based on industry standards and experience.
- **Regular Shifts:** Consistent and predictable work schedule.
- **Public Transport Reimbursement:** Full reimbursement of public transportation costs.
- **Exclusive Perks:** One free night per year and staff discounts at Carlton Group hotels, including Design Hotels worldwide.
- **Nutritious Meals:** Access to fantastic and healthy meals during shifts.
- **Uniform:** Provided by the company.

### **Additional Opportunities:**

- **Cultural Experience:** Immerse yourself in The Dominican experience.
- **International Exposure:** Work for a globally recognized company.
- **Team Environment:** Join a supportive team of 47 amazing colleagues.
- **Career Development:** Opportunities for professional growth and advancement.
- **Company Culture:** Be part of a dynamic and expanding corporate 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)

The Dominican

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