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**THE
DOMINICAN**
BRUSSEL

THE DOMINICAN IS HIRING

Function: Meetings & Events Planner
Department: Sales & Marketing
Direct responsible: General Manager
Contract: Full time

Objectives and tasks

As Meetings & Events Planner, you support sales administration needs for hotel events and work closely with customers to determine their needs and build repeat and expanded business. The M&E Planner also works closely with the Sales function to contribute to strategy and promotional activities. Specifically, a M&E Planner will perform the following tasks to the highest standards:

- Conduct Sales visits & Show arounds, presenting different tariffs taking the different possibilities of the hotel into account.
- Create the event sheet and lead function sheet meeting with colleagues
- Book all the necessary external services needed.
- Supervision and Support before and during the event.
- Maximize rooms, groups, conference and events revenue through pro-active selling and commercial management techniques
- Convert customer enquiries into confirmed sales and follow-up
- Contribute to the strategy and planning activities of the Sales function versus budget and KPI's
- Develop future and repeat business, contributing to the profitability of the Hotel
- Handle all customer enquiries with a professional telephone manner and demonstrate high standards of customer service
- Develop and expand current existing accounts, focusing on achieving repeat business and upselling opportunities
- Seek proactive opportunities to increase sales and conversions within the Team
- Focus on a consistently executed up-selling approach
- Build strong relationships with customers to fully understand their needs

- Arrange and carry out Hotel show rounds
- Ensure the complete administration and execution of all planned events
- Participate in hotel promotional activities
- Preparing reporting for weekly meetings

Qualifications & requirements

- Commercially skilled and experienced
- Persuasive
- Strategic
- 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
- Goal-oriented
- 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

- Have the possibility to have a 4 days working week

Hungry for more details

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
+32 (0)2 203 08 08
www.thedominican.be