

## **THE DOMINICAN IS HIRING**

**Function:** Night Auditor  
**Department:** Front Office  
**Direct responsible:** Front Office Manager/Assistant Front Office Manager  
**Contract:** Part-Time

### **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.
- Motivates, stimulates and assists fellow workers and trainees.
- Performs any other tasks such as
- Perform any task ordered by any superior.

### **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.

### **Hungry for more details**

You receive a competitive salary, a meal on duty, The Dominican Experience, a yearly complimentary stay @ Carlton Hotel Collection and staff rates @ Design Hotels.

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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