



## Night Audit M/F

### Our company

Luxury Hotel, the flagship of the Brussels hotels, our philosophy is based on the personalized welcome, the wellbeing of our guests and a high quality service.

The Hotel Le Plaza is located in the heart of Brussels and offers 190 rooms, 10 meeting rooms, a restaurant and last but not least a theater.

### Profile

- Languages: English/ French/ Dutch
- Organized, stress resistant
- Neat appearance, smiling, dynamic and reliable
- You like team working et you are aware of your responsibilities
- You have a first experience in front office department
- You have good interpersonal skills
- Working by night doesn't bother you. You are flexible with your schedule.
- Fidelio/Opera software knowledge is an asset.

### Your function

- Late arrival guests welcome (check-in + rooms handing out)
- Assist the guests with the night-time touristic activities information.
- Handle the administration regarding the check in night procedures within the hotel.
- Provide minimum service regarding the room service and housekeeping during the night.
- Secure the hotel; make rounds, organize evacuation in case of fire, warn security forces of undesirable intrusion...
- Responsible of waking service and take note of messages.
- Responsible for close accounting; check day transactions and control introduced bookings.
- By morning, handle first check-in.

### Schedule

- 11.00 p.m. to 07.00 a.m.

### Commitment Date

- To define

### We offer you

- Attractive salary package (receptionist wage + night bonus + group insurance + hospitalization insurance)
- Pleasant working conditions
- Opportunity to grow

Please send us your resume and cover letter to Mrs Corine De Roy via email on: [corine.deroy@leplaza.be](mailto:corine.deroy@leplaza.be)



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