



Receptionist 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

- Trilingual: English/ Dutch/ French
- Computer skills are an asset
- Neat appearance, dynamic and flexible
- Stress resistant

Your function

- The receptionist offers a welcoming check in, assists the guests with all the touristic information and will handle the administration regarding the check in procedures.
- The receptionist will show attention to the guest's needs and handle the complaints in finding an appropriate solution and reply.
- Receptionists are also responsible for basic accounting: check bills, postings and will handle cash and foreign currency exchange, check out procedures.
- As a part of your daily tasks you will also be required to take and amend reservations, and offer the hotels services to ensure that the hotel maximises revenue at every opportunity.
- You will be an exceptional team player, have excellent interpersonal skills and be a confident and natural communicator. Telephone and messages handling.

Schedule

- Variable shifts. (Working 38 hours a week)

Commitment Date

- To define.

We offer you

- Attractive salary package
- 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

