

JOIN OUR TEAM



Night Auditor M/F

Hotel Le Plaza is located in the heart of Brussels and offers 190 rooms, 10 meetings rooms, including a bar and a theater.

YOUR PROFILE

- Languages: English/ French/ Dutch
- Organized, stress resistant
- Neat appearance, smiling, dynamic and reliable
- You like team working and you are aware of your responsibilities
- You have a first experience in the 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 + room attribution)
- Assist the guests with the night-time touristic activities information
- Handle the administration regarding the check in 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 wake up calls and take note of messages
- Responsible for close accounting; check day transactions and control introduced bookings
- In the morning, handle the first check-outs

SCHEDULE

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

START DATE

- Immediately

WE OFFER YOU

- Attractive salary package
- Pleasant working conditions
- Opportunities to grow

Please send us your resume and
cover letter to Mrs. Corine De Roy

via email on:

corine.deroy@leplaza.be