

JOIN OUR TEAM



Receptionist 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

- 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 make and amend reservations, and propose the hotels services to ensure that the hotel maximizes 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)

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