

Are you coming to Belgium to study or for other purposes and you need an internship or extra income, this work might be for you,

The B&B style hotel has 29 rooms and a lounge and serves accommodation and breakfast to its guests.

We are looking for someone to help with our daily activities such as receiving guests, candidate will work with us 5 or 6 days a week (16:00 – 21:00 or 22:00) these hours can be adjusted situation of per candidate

What we are looking for exactly:

Someone in the area comes to study or do something else and is looking for an internship or work with extra income,

what we offer is a small room with shower and toilet + small fee (between 400€ to 800€

this monthly payment depends on work hours and days)

Job description

As a hotel receptionist you are the customer's first point of contact. So from the time of booking to check-out you are expected to demonstrate an exceptional level of professionalism and friendliness. More specifically you will:

- Answer all questions that come in by phone or email.
- Maintained and orderly reception.
- Process check-in and check-out of national and international guests.
- Greet the guests on arrival and provide guidance where necessary.
- Help guests have a pleasant experience during their stay.
- Ensure correct processing of payments and invoicing.

In addition, you (together with a colleague at busy times) are also responsible for serving breakfast:

- Preparing and replenishing the breakfast buffet.
- Keep the breakfast area clean and tidy at all times.

Through this training you will obtain:

- Insight into managerial and administrative processes of the hospitality sector
- Hospitality and guest management skills
- Customer relations and customer service skills
- Experience in tourism and hotel

Profile

However, motivated candidates with no experience are encouraged to apply as we will provide the necessary training.

Must have a good command of English. Proficiency in speaking Dutch, French and German is a plus.

Interest in or passion for hotels, hospitality or travel.

Keen to learn and new experiences

More information

Start date: ASAP

Duration: 6 months with possibility of extension

Remuneration and Benefits: To be discussed with shortlisted candidates during the interview phase

Send your CV and a motivation letter to info@prinsvanoranje.be.

(Advertisement will remain open until the vacancy is filled)