



Gresham Belson Hotel Brussels is looking for a **Sales Trainee!**

Company profile

The Gresham Belson Hotel is a modern hotel with 142 guestrooms, 4 fully-equipped meeting rooms, restaurant & bar and a fitness room. The hotel offers a free shuttle service to and from Brussels Airport and local Business Districts. Facilities include a 24-hour front desk, Free high-speed Wi-Fi access, car parking facilities, multi-lingual, friendly & flexible staff, etc. The Gresham Belson Hotel Brussels is located right in between the center of Brussels and Brussels airport. The NATO's headquarters are within a 10-minute drive, while the European Parliament can be reached within a 15-minute drive

Key responsibilities

- **Taking care** of the clients through account management and various sales activities
- Dealing and handling customer **enquiries** through different channels in a client-oriented and pro-active manner during the entire cycle
- Developing and creating different **mailings, promotion and fresh ideas** for different clients
- Watching trends on the local and Brussels Hotel Market and reviewing the direct competition
- Being active on **social media** to enlarge the hotel's visibility
- Reporting the different sales activities
- Handling and dealing with **guests review** and direct complaints
- Handling and dealing with all guest's **questions**
- Offering welcome letters and gifts to arrival customers
- Handling **administrative tasks** related to sales activities
- Developing **promotions** and fresh ideas for the hotel

As a Sales Trainee you will be working closely with and reporting to the different department heads and the General Manager.

Intern profile

- Good communication skills (English, French, & Dutch. All other languages are a plus)
- You are good with Microsoft Office and Outlook
- Positive attitude and a sales-minded person
- Excellent grooming standards
- Flexible & respond to a range of different work situations
- Excellent organization and planning skills
- You like to think out of the box
- Be able to work in team & independent

Do you want to receive more information, or you want to apply?



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