



Trainee/Internship Program Offer

(10364) Front Office Program – Bismarck, ND



Start Date: December–April 2021

Program Duration: 12 months

Compensation: \$12 per hour

Housing: not provided

Number of Position Offered: 2

Host Company Description:

Featuring two in-house restaurants, a large indoor waterpark, and conference center, this hotel in the capitol of North Dakota offers great amenities for all. Located in downtown Bismarck, the hotel is near state parks, tourist attractions, and restaurants, allowing visitors a great opportunity to explore the city. Having one of the largest ballrooms in the area, the hotel is also the host for many large events and occasions from weddings to business conferences.

Position Description:

- Learn all aspects of front office operations, reservation system, guest registration process
- Learn hotel and brand guest service standards
- Learn how to upsell guest rooms and promoting hotel services
- Advance management skills and supervisory duties

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be **hospitality or tourism management** undergraduate/graduate students OR a be recent graduates who begin program within 12 months of the graduation date
- To apply for the **Trainee** program, applicants must hold **hospitality or tourism management** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years of professional experience in this field
- Applicants must speak advanced English, have a positive attitude and the ability to communicate with clients and hotel associates

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title