



Council for Educational Travel USA

## Trainee/Internship Program Offer (10410) Front Office Management – Louisville, KY



**Program Duration:** 12 months

**Compensation:** \$15.50 per hour

**Housing:** 2-week temporary stay

### **Host Company Description:**

The host company is a world-renown hotel brand, located in Louisville, Kentucky which is best known to the tourists from around the world as the Bourbon City. This four-star hotel has stylishly decorated Bourbon-inspired rooms and a restaurant that offers over 200 varieties of bourbon and southern, flavorsome dishes made with local and regional ingredients. Located in the heart of the East End, this hotel demonstrates a mix of the style and substance. The location is in close proximity to such attractions such as Louisville Zoo and Louisville Nature Center.

### **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 recent graduate who begins program within 12 months of the graduation date
- To apply for the **Trainee** program, applicants must have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **hospitality or tourism management** field acquired outside the United States OR 5+ years of 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