

## **Trainee/Internship Program Offer**

### **(10441) Front Office Program – West Palm Beach, FL**



**Program Duration:** 12 months

**Compensation:** \$16.00 per hour

**Housing:** not provided

**Number of Position Offered:** 2

#### **Host Company Description:**

Located in beautiful West Palm Beach, this hotel welcomes guests from near and far to relax and enjoy the Florida coastline. Proximity to the airport, golf courses, shopping areas, and beaches makes this hotel a prime location for vacationers looking to unwind and soak up some sun.

#### **Position Description:**

- Gain skills in all aspects of front office operations, reservation system, guest registration process
- Practice 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 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 with 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