

## **Trainee/Internship Program Offer**

### **(10837) Front Office Management – New York, NY**



**Training Duration:** 12 months  
**Hours:** 32 - 40 hours per week  
**Compensation:** \$20.00 per hour  
**Number of Position Offered:** 1

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

The host company is a stylish and contemporary boutique hotel located in the heart of the vibrant Fashion District. Housed in a historic building with rooms and suites feature unique, loft-inspired designs with a mix of vintage and contemporary elements, providing a distinct and inviting atmosphere. The hotel boasts a rooftop bar with panoramic views of the city skyline, offering a trendy setting for a social atmosphere.

#### **Position Description:**

- Learn how to provide exceptional customer service by warmly greeting guests, addressing their needs, and ensuring a memorable stay.
- Assist with check-in and check-out procedures
- Handle guest inquiries, requests, and concerns promptly and professionally
- Learn and utilize hotel management systems for guest registration, room assignments, and billing, ensuring accuracy and guest privacy.
- Collaborate with other departments, such as housekeeping and concierge.

#### **Applicant Qualifications:**

- To apply for the **Internship** program, applicants must be **tourism or hospitality degree** undergraduate/graduate students OR be recent graduates who begin the program within 12 months of their graduation date
- To apply for the **Trainee** program, applicants must hold **tourism or hospitality degree** and have at least 1 year of professional work experience in the hospitality field OR have 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