



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10469) Front Office Supervisor Program – Los Angeles, CA



Program Duration: 12 months

Compensation: \$17.00 per hour

Housing: None

Number of Position Offered: 1

Host Company Description:

With easy access to the airport, the beach, and downtown Los Angeles, this hotel offers top notch amenities to guests from around the world. Nearby attractions include the Toyota Sports Center, the Redondo Beach Performing Arts Center, Venice Beach, Universal Studios, and many more. There are also many shops and local eateries where guests experience California city life.

Position Description:

- Train with 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 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
- Advanced English is required
- Ability to work as part of a team with strong communication skills

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