

## **Trainee/Internship Program Offer**

### **(10438) Front Office Program – Naples, FL**



**Program Duration:** 12 months

**Compensation:** \$13.00 per hour

**Housing:** \$300 per month

**Number of Position Offered:** 1

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

Beautiful beaches, islands, and state forests make Naples, FL the perfect getaway. Nearby attractions include golf courses, shopping districts, and the famous Naples Pier. The “white sugar” sand beaches offer a scenic place to relax and unwind. The hotel offers warm and inviting rooms and a variety of dining options to its guests who come to vacation in this gorgeous locale.

#### **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