

Trainee/Internship Program Offer (10865) Front Office Program – Norfolk, VA



Program Duration: 12 months
Compensation: \$15.00 per hour
Housing: possible stay on arrival

Host Company Description:

This riverside property, located in Norfolk, Virginia, offers updated stays with beautiful views of the city. Norfolk sits on the Chesapeake Bay, making its waterfront one of the city's biggest highlights. Local attractions include Nauticus, an interactive maritime museum, the USS Wisconsin, a historic battleship, harbor cruises, the Norfolk Botanical Garden, and the Virginia Zoo!

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
- Gain knowledge in rooms division duties, scheduling, and coordinating with housekeeping
- 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 the program within 12 months of their 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