

Trainee/Internship Program Offer

(10339) Front Office Management – Key West, FL



Program Duration: 12 months

Compensation: \$16.00 per hour

Housing: \$340 per month

Number of Position Offered: 2

Host Company Description:

Located on Florida's beautiful eastern coast, this hotel and resort brand hosts invites guests to discover the scenery and life of Key West. Outdoor activities such as fishing, scuba diving, and kayaking highlight the gorgeous city's natural splendor, while the city itself offers museums, shopping centers, and various tours. This hotel and resort prides itself on providing its guests with world-class relaxation, comfort, and cuisine as they explore beautiful Key West.

Position Description:

- Learn 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 a be recent graduates who begin program within 12 months of the 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