

## Trainee/Internship Program Offer (11001) Front Office Program – Saratoga, WY



**Hours:** 32-40 hours per week

**Compensation:** \$15.00-\$17.00 per hour

**Number of Position Offered:** 1

**Housing:** 2-week temporary stay

### **Host Company Description:**

This luxury resort is located in a small town in southeastern Wyoming, renowned for its stunning natural beauty and upscale accommodations. Saratoga is known as the gateway to the Sierra Madre Mountains, and is famous for its hot springs, historic downtown, and outdoor activities. Guests enjoy fishing, hiking, and snowmobiling, making it a popular destination for nature lovers.

### **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 an **internship** program, you must be a **Hospitality/Tourism Management** student OR a recent graduate starting the program within 12 months of graduation.
- To apply for a **trainee** program, you must hold a **Hospitality/Tourism Management** degree and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Applicants with hotel management work experience preferred
- Fluent in English (reading, writing, and speaking skills)
- Must be friendly, outgoing, organized, self-reliant, efficient and have computer 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