



Council for Educational Travel USA

Trainee/Internship Program Offer

(10892) Front Office Program – Ogunquit, ME



Program Duration: 12 months

Compensation: \$18.00 per hour

Housing: \$150 per week

Number of Position Offered: 1

Host Company Description:

The host company is a beachfront retreat situated in the charming town of Ogunquit, Maine. With its prime location along the pristine shores of the Atlantic Ocean, this hotel offers a delightful coastal escape. The hotel features comfortable and inviting accommodations, many of which offer scenic ocean views, providing a tranquil haven for guests. Guests come from all over the world to explore the vibrant town of Ogunquit with its art galleries, shops, and renowned dining options, all just a short stroll away. The hotel also offers a range of amenities, including an outdoor pool, fitness center, and on-site restaurant, ensuring a relaxing and enjoyable stay.

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