



Council for Educational Travel USA

## Trainee/Internship Program Offer

### **(10874) Front Office Program – Lake Placid, NY**



**Program Duration:** 12 months

**Compensation:** \$19.00 per hour

**Housing:** free housing

**Number of Position Offered:** 1

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

Located in the Adirondack Mountains, Lake Placid is a former site of the Winter Olympics and is a popular destination for skiers and outdoor enthusiasts alike. This property is located on Mirror Lake, near downtown Lake Placid and has gorgeous views of the natural beauty in the area. Participants will have the opportunity to gain hospitality experience and live in a unique part of the U.S.

#### **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
- Experience in boutique and/or name-brand hospitality properties (Hyatt, Marriot, etc.) preferred

#### **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