

Trainee/Internship Program Offer **(10975) Front Office Program – Austin, TX**



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:

The host company is a boutique hotel with a stylish design and vibrant atmosphere, offering comfortable accommodations with a cozy feel. It's close to Austin's lively music scene, eclectic shops, and diverse culinary offerings. With its focus on personalized service and community engagement, it's a perfect choice for travelers looking to experience Austin's unique culture.

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