

## **Trainee/Internship Program Offer** **(11002) Front Office Program – Denver, CO**



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

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

**Number of Position Offered:** 3

**Housing:** 2-week temporary stay

### **Host Company Description:**

The host company is a 4-star, stylish hotel in downtown Denver. Its chic design, contemporary amenities, and globally-inspired cuisine make it a desirable place to stay when exploring the "Mile-High City." Denver is home to many museums, art galleries, and theaters, and is very close to the Rocky Mountains, the largest mountain range in the United States.

### **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