

Trainee/Internship Program Offer **(11006) Front Office Program – Denver, CO**



Hours: 32-40 hours per week

Compensation: \$15.00-\$17.00 per hour

Number of Position Offered: 2

Housing: 2-week temporary stay

Host Company Description:

The host company is a contemporary hotel located in Denver's vibrant downtown area. The hotel is ideal for extended stays, with one- and two-bedroom suites equipped with full kitchens. Outdoor enthusiasts love Denver's proximity to the Rocky Mountains, which offer endless hiking trails, ski resorts, and other outdoor recreation activities.

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