



**CETUSA**  
Council for Educational Travel, USA

## **Trainee/Internship Program Offer**

### **(11089) Front Office Program – Miami, FL**



**Training Duration:** 12 months

**Compensation:** \$16.00 per hour

**Housing:** none provided

**Number of Positions Offered:** 1

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

The host company is a 4-star property located within walking distance of Miami's artsy Wynwood area, the Design District, and is known for its top-tier service and friendly staff. Miami, Florida is known for its world-renowned beaches, trendy restaurants and shops, Cuban culture, and nightlife. There are many opportunities to enjoy concerts, sporting events, and sunbathing!

#### **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 hold **hospitality or tourism management** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years of professional 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