

Trainee/Internship Program Offer (10438) Front Office Program – Naples, FL



Program Duration: 12 months

Compensation: \$16.00-\$17.00 per hour

Housing: \$450 per month

Host Company Description:

Beautiful beaches, islands, and state forests make Naples, FL the perfect getaway. Nearby attractions include golf courses, shopping districts, and the famous Naples Pier. The “white sugar” sand beaches offer a scenic place to relax and unwind. The hotel offers warm and inviting rooms and a variety of dining options to its guests who come to vacation in this gorgeous locale.

Position Description:

- Gain skills in all aspects of front office operations, reservation system, guest registration process
- Practice 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 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

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