

Trainee/Internship Program Offer **(10906) Front Office Program – Madison, WI**



Program Duration: 12 months

Compensation: \$15.00 per hour

Housing: 30-day temporary stay

Number of Position Offered: 2

Host Company Description:

Located in Madison, WI, this hotel offers updated stays just outside of the city. Nearby, guests can visit Greenway Station, the University of Wisconsin-Madison, Capital Brewery, and more! Madison is also the capital city of Wisconsin, and provides lots to do, including museums, zoos, and parks, as well as dining at local restaurants and shopping. It is also known for being one of the best biking cities in the U.S.!

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 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