

Trainee/Internship Program Offer **(11081) Front Office/Rooms Program – Charlotte, NC**



Program Duration: 12 months

Compensation: \$15.00 per hour

Housing: temporary stay based on availability

Number of Position Offered: 1

Host Company Description:

The host company is a member of a well-known and popular hotel chain in the United States. Located in Charlotte, North Carolina, it is located close to the SouthPark Mall – a premier upscale shopping destination home to more than 170 stores! Nature-lovers seek out Charlotte's Little Sugar Creek Greenway, ideal for walking, running, or biking amid peaceful natural settings. Charlotte is known as a cultural hub with numerous museums and art festivals.

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
- Gain knowledge in rooms division duties, scheduling, and coordinating with housekeeping
- 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