

Trainee/Internship Program Offer

(11121) Front Office Program – Indianapolis, IN



Hours: 32–40 hours per week

Compensation: \$15.00–\$17.00 per hour

Number of Position Offered: 1

Housing: 2-week temporary stay

Host Company Description:

This modern hotel in Indianapolis features on-site dining, spacious work areas, and is ideal for visitors looking to explore the Indianapolis Zoo or catch a game at Lucas Oil Stadium. "Indy" is known for its sports teams, museums, and green spaces, and its downtown area is a mix of modern and historic architecture, offering shopping, dining, and entertainment options for all tastes.

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 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/Tourism Management** field acquired outside the United States OR 5+ years of experience in this 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