

Trainee/Internship Program Offer **(11031) Front Office Program – Isle of Palms, SC**



Hours: 32–40 hours per week

Compensation: \$16.00 per hour

Number of Position Offered: 2

Housing: \$200 per week \$15.00 shuttle (\$100 non-refundable deposit)

Host Company Description:

This 4-star beachfront host company is known for its picturesque scenery and luxurious amenities. It is located on a charming barrier island less than an hour from historic Charleston, South Carolina, and known for its beautiful sandy beaches and laid-back atmosphere. The resort features a variety of dining options, featuring Southern-inspired cuisine, refreshing drinks, and grab-and-go items for a fun beach day!

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