

Trainee/Internship Program Offer

(11123) Front Office Program – Richmond, VA



Hours: 32–40 hours per week

Compensation: \$15.50–\$18.60 per hour

Number of Position Offered: 3

Housing: 2-week temporary stay

Host Company Description:

Located close to Richmond's Virginia Commonwealth University, this 4-star hotel is stylish, college-town-inspired, and blends local history and creative design elements throughout its spaces. It is within walking distance of cultural attractions like the Institute for Contemporary Art and Capitol Square. Richmond's other attractions include the Virginia Museum of Fine Arts, the Poe Museum, Science Museum of Virginia, and the Maggie L Walker National Historical Site.

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