

Trainee/Internship Program Offer

(10941) Front Office Program – Atlanta, GA



Program Duration: 12 months
Compensation: \$16.00 per hour
Housing: 2-week temporary stay

Host Company Description:

This luxury hotel is located in Atlanta, GA and is on the National Register of Historic Places. Decorated in a classic style mixed with art deco glamour, the hotel is located just steps away from downtown Atlanta in close proximity to the Georgia Aquarium, State Farm Arena, and Mercedes-Benz Stadium. The hotel also includes a full restaurant and bar, where guests can dine and experience Atlanta-inspired cuisine.

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 hold **hospitality or tourism management** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years of professional 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