



Council for Educational Travel USA

## **Trainee/Internship Program Offer**

**(11105) Front Office Program – Nashville, TN**



**Program Duration:** 12 months

**Compensation:** \$19.50 per hour

**Housing:** 2-week temporary stay

**Number of Position Offered:** 1

### **Host Company Description:**

Located in downtown Nashville, this hotel highlights the refined side of the city. The on-site restaurant is home to a James Beard Award-winning and Michelin-starred chef serving Italian food in a fine-dining setting. The hotel also features rooftop pools, luxurious rooms, and a beautiful view. Guests at this hotel are invited to experience Nashville, and be treated to an upscale stay, while doing so.

### **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