



## **Trainee/Internship Program Offer** **(11131) Front Office Program – Dayton, OH**



**Program Duration:** 12 months

**Compensation:** \$15.00 per hour

**Housing:** 2-week temporary stay

**Number of Position Offered:** 3

### **Host Company Description:**

The host company is a stylish, modern hotel in downtown Dayton's Water Street District – a walkable, vibrant area near restaurants, bars, breweries, entertainment venues, and the Day Air Ballpark. This area is known for its community events and urban outdoor spaces, ideal for hangouts, strolling among the local shops and restaurants, or catch a Dayton Dragons game!

### **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 the **Internship** program, applicants must be **hospitality or tourism management** undergraduate/graduate students OR be recent graduates who begin the program within 12 months of their graduation date
- 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 or tourism management** field acquired outside the United States OR 5+ years of 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