

Trainee/Internship Program Offer **(11136) Front Office Program – New York, NY**



Program Duration: 12 months

Compensation: \$17.00 - \$20.00 per hour

Housing: none provided

Number of Position Offered: 1

Host Company Description:

The host company is 4-star landmark boutique hotel located in the NoMad district of Manhattan, housed in a historic turn-of-the-century building! It features a vintage-inspired aesthetic, and attracts creative professionals, tech employees, and non-traditional tourists. The NoMad district is a vibrant neighborhood filled with historic landmarks, world-class dining, and eclectic shopping. Its convenient location is just minutes away from Koreatown, Madison Square Park, the Empire State Building, and the Dover Street Market.

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