

Trainee/Internship Program Offer (11145) Front Office Program – San Antonio, TX



Hours: 32-40 hours per week

Compensation: \$15.00-\$17.00 per hour

Housing: 2-week temporary stay on arrival

Host Company Description:

This host company is a 4-star restored historic hotel near the San Antonio River Walk. It blends 19th-century architecture with modern luxury, lush gardens, and a full-service spa. With a rich history, San Antonio is home to the famous Alamo and San Antonio Missions National Historical Park. It also features the miles-long River Walk; a long, pedestrian area lined with cafes and shops.

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 promote hotel services
- Advance management skills and supervisory duties

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be **hospitality or hotel 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 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 hotel management** field acquired outside the United States OR 5+ years of experience in this field.
- Advanced English is required

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