

Trainee/Internship Program Offer **(10932) Front Office Program – Islamorada, FL**



Training Duration: 12 months
Compensation: \$19.00 per hour
Housing: \$400 per month stipend

Host Company Description:

The host company is beachfront resort that offers a serene and luxurious escape in the heart of the Florida Keys. Nestled amidst tropical landscapes and overlooking the azure waters of the Gulf of Mexico, this resort embodies the essence of island living with its blend of modern amenities and natural beauty. Guests can choose from spacious suites and private beachfront cottages, while participating in activities like snorkeling, kayaking, and fishing.

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 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.
- 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