

Trainee/Internship Program Offer (11137) Front Office Program – Key West, FL



Program Duration: 12 months

Compensation: \$19.50 per hour

Housing: shared housing- details to be determined

Host Company Description:

The host company is a collection of boutique historic properties spread across Old Town Key West. The properties blend 19th and 20th century architecture with lush tropical landscaping, pools, and a relaxed island atmosphere. Key West, FL is a compact island packed with tropical beauty, quirky culture, and a famously laid-back vibe. Travelers enjoy its beaches, snorkeling and watersports, nightlife, and unforgettable sunsets.

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