

Trainee/Internship Program Offer

(11157) Front Office Program – Miramar Beach, FL



Hours: 32-40 hours per week

Compensation: \$15.50-\$16.50 per hour

Housing: \$280 per paycheck (\$250 set up fee, \$100 refundable deposit)

Host Company Description:

This host company is a 4-star large upscale destination resort along the Emerald Coast. The property is designed as a self-contained vacation community offering a wide mix of lodging, recreation, dining, and entertainment options. People are drawn to Miramar Beach's white-sand beaches and clear turquoise water, perfect for swimming, sunbathing, and relaxing. Popular activities include parasailing, kayaking, paddleboarding, jet skiing, snorkeling, and dolphin tours! Baytowne Wharf offers live music, bars, and restaurants known for their seafood specialties.

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