

Trainee/Internship Program Offer **(11166) Front Office Program – Indianapolis, IN**



Program Duration: 12 months

Compensation: \$15.00 per hour

Housing: details to be determined

Host Company Description:

The host company is a modern full-service hotel located in the heart of downtown Indianapolis within walking distance of major attractions. It is just steps from the Lucas Oil Stadium, home of the Indianapolis Colts, and is close to downtown landmarks and entertainment. Participants can visit Mass Ave, known for its restaurants, nightlife, and arts, and take a stroll around the city's many parks and outdoor spaces.

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