

Trainee/Internship Program Offer **(11169) Front Office Program – Salt Lake City, UT**



Program Duration: 12 months

Compensation: \$15.00 per hour

Housing: details to be determined

Host Company Description:

The host company is a luxury boutique hotel located in downtown Salt Lake City. It blends historic architecture with modern design, creating a unique, upscale experience for guests. As the capital city of Utah, Salt Lake City offers the typical city nightlife and dining opportunities, and adds in geological wonders, natural history, and a beautiful mountain backdrop. Utah is known for its fossils and there are many museums highlighting local discoveries. Unlimited hiking trails at Great Sale Lake, Antelope Island, Wasatch Mountains, and Big Cottonwood Canyon make this a great location for outdoor enthusiasts.

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