

Trainee/Internship Program Offer

(11177) Front Office Program – Richmond, VA



Hours: 32-40 hours per week

Compensation: \$16.00 per hour

Housing: none provided

Host Company Description:

The host company is a 4-star historic, upscale hotel located in the heart of Richmond, with 20th-century architecture and modern amenities and design. The hotel's prime location makes it very convenient for participants to walk to the Virginia State Capitol, American Civil War Museum, shows at the Dominion Energy Center, the Broad Street Arts District, and beautiful views of the James River.

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 an **internship** program, you must be a **Hospitality/Tourism Management** student OR a recent graduate starting the program within 12 months of graduation.
- 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/Tourism Management** field acquired outside the United States OR 5+ years of experience in this field.
- Applicants with hotel management work experience preferred
- Fluent in English (reading, writing, and speaking skills)
- Must be friendly, outgoing, organized, self-reliant, efficient and have computer skills

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