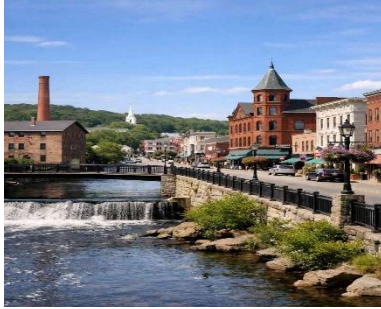




Trainee/Internship Program Offer **(11180) Front Office Program – Southbridge, MA**



Program Duration: 12 months

Compensation: \$17.00 per hour

Housing: 2-week temporary stay

Host Company Description:

The host company is a historic boutique-style hotel with upscale amenities. It is recognized for its combination of New England history, industrial heritage, and modern hospitality! Southbridge is located about 1 hour outside of Boston, Massachusetts, and is bordered by the beautiful Quinebaug River. Participants can paddle the river, enjoy local history, or visit all of Boston's big-city cultural exchange opportunities!

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