# Trainee/Internship Program Offer

## (11163) Front Office Program – Chicago, IL





**Program Duration:** 12 months
**Compensation:** $24.25 per hour
**Housing:** details to be determined

**Host Company Description:**
The host company is a 4-star luxury boutique hotel in Chicago's Wrigleyville district, known for its prime location across from Wrigley Field. Its stylish design is inspired by baseball history! Participants can enjoy the close proximity to all of Chicago's cultural experiences like museums, the Shedd Aquarium, Millennium Park, and the Riverwalk. Chicago is home to deep-dish pizza, architecture boat tours, the Chicago Cubs baseball team, and innumerable concert 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