

Trainee/Internship Program Offer **(11195) Front Office Program – Islamorada, FL**



Hours: 32-40 hours per week

Compensation: \$19.00 per hour

Housing: 30-day temporary stay on arrival

Host Company Description:

This host company is a 4-star beachfront boutique known for its relaxed island atmosphere, ocean views, and easy access to popular Florida Keys activities such as fishing, snorkeling, kayaking, paddleboarding, and boating. Islamorada is known as the “sport fishing capital of the world,” and is also known for its spectacular snorkeling sites. The Florida Keys are home to many state parks, mangrove forests, and cultural hubs like Key West.

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 promote hotel services
- Advance management skills and supervisory duties

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be **hospitality or hotel management** undergraduate/graduate students OR a be recent graduates who begin program within 12 months of the 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 hotel management** field acquired outside the United States OR 5+ years of experience in this field.
- Advanced English is required

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