



Trainee/Internship Program Offer

(11200) Front Office Program – Little Rock, AR



Program Duration: 12 months

Compensation: \$15.00 per hour

Housing: details to be determined

Host Company Description:

The host company is premier full-service hotel located in the heart of downtown Little Rock, convenient to the Arkansas River and the city's top attractions. Participants can explore the Arkansas River Trail, visit the city's museums and sculpture garden, and enjoy the shops, live music, and restaurants at River Market Hall.

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