

Trainee/Internship Program Offer **(11150) Front Office Program – Greenville, SC**



Program Duration: 12 months

Compensation: \$18.00 per hour

Housing: 2-week temporary stay

Host Company Description:

The host company is a luxury 4-star boutique lodge perched along the Reedy River in downtown Greenville, South Carolina. Greenville is a fast-growing, culturally vibrant city in the foothills of the Blue Ridge Mountains known for its revitalized downtown and outdoor beauty. The city's signature attraction is Falls Park, a beautiful waterfall with a bridge for scenic views. Other places of note are Conestee Nature Preserve, the Greenville Zoo, entertainment and games at Frankie's, and the museum of art.

Position Description:

- Gain skills in all aspects of front office operations, reservation system, guest registration process
- Practice 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 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 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