

Trainee/Internship Program Offer **(11208) Front Office Program – Dublin, OH**



Program Duration: 12 months

Compensation: \$16.00 per hour

Housing: 2-week temporary stay

Host Company Description:

The host company is an upscale property known for its modern European-inspired design, walkable location, and popular rooftop dining experience in the heart of Bridge Park in Dublin, Ohio. Participants can walk the iconic Dublin Link bridge over the Scioto River, hike to see Indian Run Falls, and enjoy charming brick streets, local boutiques, historic architecture, and Irish-themed attractions.

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