

Trainee/Internship Program Offer **(11213) Front Office Program – Monterey, CA**



Program Duration: 12 months

Compensation: \$24.00–\$25.00 per hour

Housing: property assists to find– average \$1,500 per month per person

Host Company Description:

Located on a historic golf course, the hotel is a 4-star luxury-style property just minutes from Monterey Bay's iconic coastline and attractions. Participants can visit the Monterey Bay Aquarium and stroll Cannery Row. Monterey Bay is a wildlife hotspot, and visitors often spot marine mammals like seals, sea lions, sea otters, dolphins, and whales from shore!

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 **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
- Prior work experience in the front office industry 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