Trainee/Internship Program Offer

(11235) Front Office Program – Charleston, SC





Program Duration: 12 months
Compensation: $17.00 per hour
Housing: details to be determined

Host Company Description:
The host company is a 4-star luxury boutique hotel located in the heart of Charleston's Historic District. It blends upscale accommodations with artistic, contemporary design, creating a unique experience that reflects Charleston's culture, history, and creative spirit. Charleston is known for its waterfront scenery, award-winning restaurants, and beautiful beaches. Participants can enjoy ghost tours, harbor cruises, and local artisan goods at Charleston City Market.

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