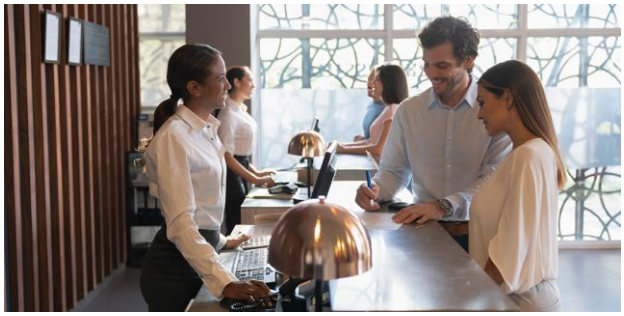
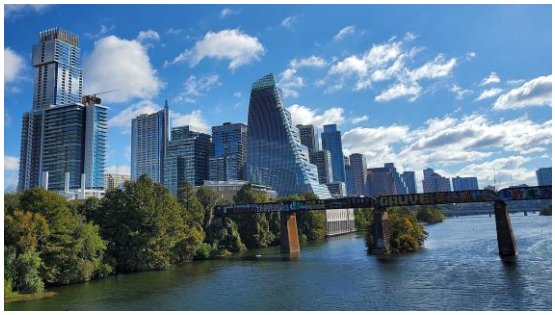
Trainee/Internship Program Offer

(11239) Front Office Program – Austin, TX





Hours: 32-40 hours per week
Compensation: $15.00-$17.00 per hour
Number of Position Offered: 1
Housing: 2-week temporary stay

Host Company Description:
The host company is a new luxury 5-star hotel in downtown Austin, combining upscale hospitality and a residential "live-like-a-local" experience. The property is in the heart of downtown, making it a great location to experience Austin's nightlife, attractions like the Texas State Capitol, and outdoor recreation opportunities at Lady Bird Lake.

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 an **internship** program, you must be a **Hospitality/Tourism Management** student OR a recent graduate starting the program within 12 months of graduation.
- 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/Tourism Management** field acquired outside the United States OR 5+ years of experience in this field.
- Applicants with hotel management work experience preferred
- Fluent in English (reading, writing, and speaking skills)
- Must be friendly, outgoing, organized, self-reliant, efficient and have computer skills

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