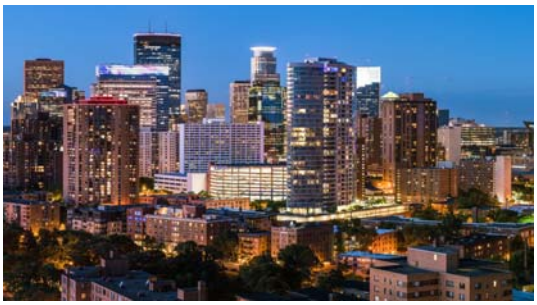
Trainee/Internship Program Offer

(10313) Front Office Management – Minneapolis, MN



Start Date: February – May 2021
Program Duration: 12 months
Compensation: $15.00 per hour
Housing: not provided
Number of Position Offered: 2

Host Company Description:

The host company is a world-renown hotel brand, located in Minneapolis, MN. This four-star hotel allows guests to enjoy thoughtful service and a modern mindset that elevates every travel experience. The hotel enjoys hosting international intern program and providing opportunities for program participants to learn its signature service standards which represent the hotel brand, while improving their customer service and communication skills.

Position Description:

- Learn 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 a be recent graduates who begin program within 12 months of the graduation date
- To apply for the **Trainee** program, applicants must hold **hospitality or tourism management** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years of professional 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