



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10479) Front Office Program – Charleston, SC



Program Duration: 12 months
Compensation: \$16.00 per hour
Housing: \$85 per week housing
Number of Position Offered: 2

Host Company Description:

Just 25 miles from Charleston, SC, this hotel is situated on Kiawah Island. Whether looking for a relaxing coastal stay or an excursion to the city, this hotel provides experiences for every guest. The island itself features golf courses and beaches that stretch along the Atlantic coast, and Charleston is a city teeming with American history and architecture. An amazing opportunity to gain hospitality training and learn about American culture.

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 hold **hospitality or tourism management** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals with 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