



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10811) Front Office Program – Honolulu, HI



Program Duration: 12 months
Compensation: \$23.00 per hour
Housing: \$1000 per month, single-room housing
Number of Position Offered: 1

Host Company Description:

This stunning 4-star oceanfront resort boasts beautiful ocean views, elevated amenities, as well as dining and leisure activities that will allow guests to experience the best of what Honolulu has to offer. With a variety of dining options, guests can experience both local and global flavors. Guests are also welcomed to experience Hawaiian culture; morning blessings, art shows, classes about local marine life, and more are open for guests to learn more about this amazing place.

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
- Learn all aspects of the rooms division operations
- Assist in front of the house and back of the house duties
- Learn room inspection, quality control, employee scheduling, inventory management
- Advanced management skills and supervisory duties

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be **hospitality or restaurant 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 hold **hospitality or restaurant management** degrees and have at least 1 year of professional work experience related to the degree, OR have 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