

Trainee/Internship Program Offer

(10865) Front Office Program – Norfolk, VA



Program Duration: 12 months
Compensation: \$15.00 per hour
Housing: not provided
Number of Position Offered: 4

Host Company Description:

This riverside property, located in Norfolk, Virginia, offers updated stays with beautiful views of the city. Local attractions include the Chrysler Museum of Art, the Norfolk Naval Base, Town Point Park, and more. The property also includes a restaurant, 17 venues for events, a pool, and more!

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
- Gain knowledge in rooms division duties, scheduling, and coordinating with housekeeping
- Advance 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