



**CETUSA**  
Council for Educational Travel, USA

## **Trainee/Internship Program Offer**

### **(10972) Front Office Program – Indianapolis, IN**



**Hours:** 32-40 hours per week

**Compensation:** \$15.00-\$17.00 per hour

**Number of Position Offered:** 1

**Housing:** 2-week temporary stay on arrival

#### **Host Company Description:**

The host company is a luxurious hotel known for its modern design and upscale amenities, making it a popular choice for travelers. Its spacious rooms have stunning views of the city, and the hotel features a gourmet on-site restaurant and a grand ballroom. It is close to the Indianapolis Zoo and a vibrant cultural scene.

#### **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 a **trainee** program, you must hold a **Hospitality/Tourism Management** degree and at least 1 year of work experience OR be a career professional of 5 or more years in related 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