



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10974) Front Office Program – Teaneck, NJ



Hours: 32-40 hours per week
Compensation: \$15.00-\$17.00 per hour
Number of Position Offered: 2
Housing: 2-week temporary stay on arrival

Host Company Description:

The host company is a hotel offering comfortable and convenient accommodations for travelers seeking a quiet refuge outside of New York City. It is a popular choice for both business and leisure travelers, as it is only 30 minutes from NYC's museums, nightlife, and cultural opportunities.

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 promote hotel services
- Advance management skills and supervisory duties

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be **hospitality or hotel 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 hotel 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
- Advanced English is required

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