



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(11007) Front Office Program – Richmond, VA



Hours: 32-40 hours per week
Compensation: \$15.00-\$17.00 per hour
Number of Position Offered: 1
Housing: 2-week temporary stay

Host Company Description:

Located just south of the U.S. Capitol, this hotel in downtown Richmond celebrates the area's natural beauty keeping the James River central to its theme. Featuring an onsite restaurant and bar, guests can stay and dine, or head out on the town to visit Carytown or take a stroll in James River Park. The property also offers a complimentary shuttle service going to and from nearby attractions.

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