



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10457) Front Office Program – Nashville, TN



Program Duration: 12 months
Compensation: \$17.00 per hour
Housing: 30-day temporary stay
Number of Position Offered: 2

Host Company Description:

In the heart of downtown Nashville, this hotel offers extended stays featuring spacious suites that offer a relaxing stay away from home. The hotel is in proximity to all sorts of attractions including Bridgestone Arena, Centennial Park, and high-end shopping and dining locations. The city's rich music history and other big city attractions will keep guests entertained for their entire stay.

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 the **Internship** program, applicants must be **hospitality or tourism management** undergraduate/graduate students OR be recent graduates who begin program within 12 months of the graduation date
- To apply for the **Trainee** program, applicants must hold **hospitality or tourism management** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals with 5 or more years of professional experience in this field
- Advanced English is required
- Ability to work as part of a team with strong communication 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