



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10874) Front Office Management – Lake Placid, NY



Program Duration: 12 months
Compensation: \$19.00 per hour
Housing: Free, on-site housing
Number of Position Offered: 2

Host Company Description:

Located in the Adirondack Mountains, Lake Placid is a former site of the Winter Olympics and is a popular destination for skiers and outdoor enthusiasts alike. This property is located on Mirror Lake, near downtown Lake Placid and has gorgeous views of the natural beauty in the area. Participants will have the opportunity to gain hospitality experience and live in a unique part of the U.S.

Position Description:

- Learn 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 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 tourism 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
- Applicants must speak **ADVANCED ENGLISH**, have a positive attitude and the ability to communicate with clients and hotel associates
- Experience in boutique and/or name-brand hospitality properties (Hyatt, Marriot, etc.) preferred

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