

Trainee/Internship Program Offer

(10844) Front Office / Rooms Management – New York, NY



Training Duration: 12 months
Hours: 32 - 40 hours per week
Compensation: \$20.00 per hour
Number of Position Offered: 1

Host Company Description:

The host company is a 5-star historic and luxurious hotel located in the heart of New York City. It boasts a rich heritage dating back to the early twentieth century and has been meticulously restored to offer guests a blend of timeless elegance and modern amenities. With its prime location near Times Square and breathtaking views of the city, the host company provides an unforgettable experience for discerning travelers.

Position Description:

- Learn how to provide exceptional customer service by warmly greeting guests, addressing their needs, and ensuring a memorable stay.
- Assist with check-in and check-out procedures
- Handle guest inquiries, requests, and concerns promptly and professionally
- Learn and utilize hotel management systems for guest registration, room assignments, and billing, ensuring accuracy and guest privacy.
- Collaborate with other departments, such as housekeeping and concierge.

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be **tourism or hospitality degree** undergraduate/graduate students OR be recent graduates who begin the program within 12 months of their graduation date
- To apply for the **Trainee** program, applicants must hold **tourism or hospitality degree** and have at least 1 year of professional work experience in the hospitality field OR have 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

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