



Trainee/Internship Program Offer

(10406) Front Office Program – Atlanta, GA



Start Date: August 1st, 2022

Program Duration: 12 months

Compensation: \$15 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

This luxury hotel is located in Atlanta, GA and is inspired by the city, its history, and its vibrant culture. Beautifully designed and placed in a lively neighborhood, the hotel offers calming and tasteful amenities that are sure to provide rest and relaxation to guests after buzzing city adventures. The hotel also includes a full restaurant and bar, where guests can dine and experience Atlanta-inspired cuisine.

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

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