



Trainee Program Offer

(10196) Front Office Management Program – Minot, North Dakota



Start Date: March – May 2017
Training Duration: 12 months
Hours: 32 - 40 hours per week
Compensation: \$10.00 per hour
Number of Position Offered: 3

Host Company Description:

This hotel belongs to one of the world's largest hotel chains with a presence in over 100 countries. The property is a full – service hotel with several outlets including dining and a conference center. The training program will focus on guest services, front desk, and front of the house management. The trainee will learn how to maintain and promote hospitality at all times; how to welcome and serve the hotel guests in a courteous, efficient and friendly manner, both face-to-face and on the phone.

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be hospitality, tourism or culinary 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
- **MUST SPEAK FLUENT ENGLISH**
- **MUST HAVE AT LEAST 1 YEAR OF PRIOR FRONT OFFICE WORK EXPERIENCE**
- Must be flexible and willing to train on flexible schedule
- Applicant must have a positive attitude and the ability to communicate with clients and hotel associates
- Must be proactive, detailed oriented, willing to learn, creative, team player

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

