



Trainee/Internship Program Offer

(10288) Front Office Management – Costa Mesa, CA



Start Date: January – March 2019

Hours: 32-40 hours per week

Program Duration: 12 months

Compensation: \$12.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is a world-renown hotel brand, located in Costa Mesa, CA, a suburban town located half way between Los Angeles and San Diego. This four-star hotel in the heart of the business district, this Costa Mesa hotel is just blocks from South Coast Plaza, the Segerstrom Center for the Arts and close to John Wayne -Orange County Airport. The hotel enjoys hosting international intern program and providing opportunities for program participants to learn its signature service standards which represent the hotel brand, while improving their customer service and communication skills.

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

