



Trainee/Internship Program Offer

(10298) Front Office Training – Los Angeles, CA



Start Date: October – November 2018

Hours: 32-40 hours per week

Program Duration: 12 months

Compensation: \$13.50 per hour

Housing: not provided

Number of Position Offered: 2

Host Company Description:

The host company is a world-renown hotel brand, located in Burbank, California – just 12 miles north of Downtown Los Angeles. The 4-star hotel is located near Universal Studios Hollywood theme park and Hollywood Bowl amphitheater. The hotel enjoys hosting international trainees 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 EXPEIRENCE**
- 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

