

Trainee/Internship Program Offer

(10258) Front Office Management – Miami Beach, FL



Start Date: March – May 2018
Hours: 32-40 hours per week
Program Duration: 12 months
Compensation: \$10 per hour
Housing: not provided
Number of Position Offered: 2

Host Company Description:

The host company is a world-renown hotel brand, located in Miami Beach, Florida. This ocean front hotel allows its guest to enjoying the sand and surf; explore Miami Beach attractions like the Miami Seaquarium, Jungle Island Recreational Park, Coconut Grove and the Port of Miami. 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 SOCIAL SECURITY NUMBER ISSUED PRIOR TO TRAINING BEGIN DATE**
- **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

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公司描述:

世界闻名的酒店品牌, 位于佛罗里达州迈阿密海滩。这家远洋酒店允许客人享受沙滩和冲浪;探索迈阿密海滩景点, 如迈阿密水族馆, 丛林岛休闲公园, 椰子林和迈阿密港。酒店享有主办国际实习生计划, 并为项目参与者提供机会, 以了解其代表酒店品牌的签名服务标准, 同时提高他们的客户服务和沟通技巧。

工作安排

开始日期: 2018 年 3 月-

工作时间: 32-40 小时

每小时 10 美金

提供的职位数量: 2

申请人资质:

- 申请人事务旅游或烹饪管理本科生/研究生或是最近的毕业生谁开始计划在 12 月内毕业
- 申请人必须持有酒店或旅游管理学位, 并有至少 1 年的专业工作经验相关的学位, 或从事职业生涯的专业人士 5 年以上的专业经验在这方面
- 必须说一口流利的英语。
- 必须有至少 1 年的前前办公室工作经验
- 必须灵活, 愿意在灵活的日程安排上进行培训。
- 申请人必须有积极的态度和与客户和酒店沟通的能力。
- 必须积极主动, 注重细节, 愿意学习, 有创造力, 有团队精神。

