



## CURRENTLY AVAILABLE INTERNSHIP POSITION IN THE USA

The position listed below is currently accepting applications. If you prefer, you can request to have a **Custom Internship in New York City or Washington DC** and we will shop your CV/ Resume around to different companies and organizations until we find one that offers you a position. Internships are almost always unpaid.

**To apply for this open position, follow this link and click on APPLY NOW:**  
<https://www.international-internships.com/?go=USAFieldSpecificPlacements>

### Hotel & Resort Guest Relations Internship

|               |                           |
|---------------|---------------------------|
| Position ID:  | NH Guest Relations        |
| Start Date:   | September 10, 2018        |
| Location:     | Whitefield, New Hampshire |
| Duration:     | 12 months                 |
| Compensation: | \$10/hour                 |

#### Company Description:

Located in the heart of New Hampshire's White Mountains, this Resort & Spa is one of America's truly grand hotels. We combine first-class comfort and casual elegance with attentive, personalized service. Our classic New Hampshire White Mountains resort presents a dazzling array of offerings and amenities all wrapped in a timeless storybook setting.

#### Internship Duties and Activities:

- Intern will acquire and advance skills to succeed in the Front Desk Operations including learning and maintaining a working knowledge of the computer and telephone systems, processing check ins/outs, processing payments, maintaining and balancing a Front Desk back, Guest Relations, Complaint Resolution, appropriate interdepartmental communications.
- Intern will master all skills needed to professionally fulfill all responsibilities as a Reservationist including upholding superior communication standards, up-selling, and daily reports.
- Intern will master skills necessary to professionally fulfill all responsibilities as Guest Relations Supervisor including upholding confidentiality and safety policies, employee training and redirection, and providing impactful resolution to guest situations.

#### Minimum Qualifications:

- Completed at least 2 years of undergraduate program
- Studying or experience in Hospitality
- strong command of the English language, basic math/ computer/software/telephone etiquette competencies
- strong interpersonal skills, typing, working well in a high volume environment; working cooperatively with others