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Sun International: Front Office Internship 2025/26 Apply Here

Position Summary

Join Sun International's Front Office Internship program and gain valuable experience in the hospitality industry. As a Front Office Intern, you will learn and contribute to the operations of the reception and front desk area, ensuring excellent guest service and smooth daily operations.

Duties

- Assist in welcoming guests and providing exceptional customer service at the front desk
- Learn and assist with the check-in and check-out procedures
- Handle guest inquiries and provide accurate information about the hotel facilities and services
- Support administrative tasks, including reservation management and guest correspondence
- Collaborate with various departments to ensure a seamless guest experience

Specifications

- Pursuing or recently completed a relevant degree or diploma in Hospitality Management or a related field
- Excellent communication skills and a passion for providing exceptional customer service
- Strong organizational skills with attention to detail
- Ability to work in a fast-paced environment and willingness to learn
- Proficiency in relevant computer applications and reservation systems

Compensation package

- **Hands-On Experience:** Gain practical experience working in the hospitality industry, particularly in the front office operations of a renowned hotel and resort company.
- **Learning Opportunities:** Access to comprehensive training programs and mentorship from seasoned professionals, offering insights into various aspects of hotel operations and guest services.
- **Networking:** Engage and network with professionals in the hospitality sector, creating valuable connections for potential future opportunities.
- **Career Development:** Opportunity to apply theoretical knowledge in a practical setting, enhancing skills in customer service, communication, and administrative tasks relevant to the hospitality industry.
- **Exposure to Industry Tools:** Gain familiarity with industry-specific software and systems used in managing reservations, check-ins, and guest services.
- **Potential for Growth:** Successful completion of the internship may open doors to future employment opportunities within Sun International or other hospitality establishments.

Hiring organization

Sun International

Employment Type

Intern

Duration of employment

3 Months

Industry

Gambling Facilities and Casinos

Job Location

Pretoria, Gauteng, South Africa,
0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

November 24, 2024

Valid through

14.02.2028

- **Cultural Exposure:** Engage with diverse guests and colleagues, fostering a deeper understanding of different cultures and customer needs in a global hospitality setting.

Application Process

Submit your application, including a resume and cover letter, expressing your interest and qualifications for the Front Office Internship at Sun International.

Join Sun International's Front Office Internship program and kickstart your career in the hospitality industry, gaining valuable skills and experiences.