

JOB TITLE: Management Intern**REPORTS TO:** Director of Sales and Marketing

Purpose for the Position: To assist in all areas of the hotel property and departments in order to increase hotel efficiency, awareness, customer satisfaction, and revenues, and by ensuring management policies are followed, and improved where needed. Gain an overall knowledge of hotel management system.

Essential Duties and Responsibilities May Include:

1. Provides professional and courteous customer service at all times.
2. Experience how companies operate
3. Witness ethics, compliance and business conduct issues
4. Learn time management requirements when working with individuals or teams
5. Oversee social media facets and projects
6. Shadowing managers in different departments of the hotel
7. Carrying out and attaining the mission and the goals of the business
8. Plan and allocate resources to effectively accomplish the work to meet departmental productivity and quality goals
9. Assists with competitive analysis statistical information.
10. Assists in Preparing reports as requested; Social Media Campaign Reports, Internal Sales Reports, etc...
11. Attends weekly meetings and offers suggestions and feedback.
12. Develops good rapport with local civic groups and associations (i.e., Convention Center, Chamber of Commerce, etc.).
13. Completes projects as determined by the Director.

To do this kind of work, you must be able to:

- Organize your own activities to make the best use of your time and efforts.
- Good Communication Skills: Able to express yourself well when talking or writing to potential buyers or sellers, vendors, guests, co-workers.
- Maintain enthusiasm and be a team player.
- Knowledgeable in Microsoft Excel, Word, PowerPoint.

Environmental Conditions: Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered “inside” if the worker spends approximately 75% or more of the time inside.

Language Skills: Must have developed language skills to the point to be able to: Read newspapers, periodicals, journals, and manuals. Write business letters, summaries and reports using prescribed format and conforming to all rules of punctuation, grammar, diction and style.