**Hotel Nikko** is currently hiring a **Summer Operations Intern**

Here are the details of the Summer Internship:

- This is a 5 to 6-week **paid internship**, the hourly rate is $15/hr
- The internship will commence around June and the intern will complete **200** professional development hours
- Please see the job description below:

We are currently seeking a non-exempt **Operations Intern (Summer Temporary)** to assist & learn the operations of our Sales, Reservations and Housekeeping Departments.

A **Hotel Nikko San Francisco** operations internship offers a student a unique opportunity to gain experience in a multi-faceted hotel operation. There will be exposure to the different areas within the hotel operation ie; Group Sales, Reservations, and Housekeeping. The intern will work closely with the Department Leaders, and other Hotel Nikko team members.

**Qualifications/Skills:**

* strong communication and organizational skills

* must be detail-oriented

* punctuality, reliability, determination, teamwork, and eagerness to learn

**Requirements:**

- Enrollment in a college or university hospitality program or equivalent experience
- Flexible schedule
- Basic computer and typing skills
- All candidates must be fluent in verbal and written English

**Important Notices:**

1. This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

“Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.”

We are an Equal Opportunity Employer: M/F/Vet/Disabled

**Please send resume to Ms. Abby Chuaquico at achuaquico@hotelnikkosf.com**