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| **DoubleTree by Hilton Hotel Shanghai-Pudong** | |
| 889 Yanggao Nan Road Pudong, Shanghai, 200127, China | |
| The DoubleTree by Hilton Shanghai-Pudong hotel offers full-service luxury accommodations near Lu Jia Zui Financial Centre, minutes from the Shanghai Stock Exchange, Jin Mao Tower, Oriental Pearl Tower, Shanghai New International Exposition Center and The Bund.  The hotel has 850 rooms, 4 restaurants, and 1,800 m² of flexible meeting room and pre function space. | |
| <http://doubletree1.hilton.com/en_US/dt/hotel/SHASPDI-DoubleTree-by-Hilton-Hotel-Shanghai-Pudong-/index.do;jsessionid=AF82CF77358CD500E3F7E998BE01E64D.etc56> | |
| **Positions Available** | 2 x Front Office Intern (6 months)  4 x Food & Beverage Intern (6 months) |
| **Type of experience** | 6 months of entry level on-the-job work experience in the Front Office working as a Guest Service Agent or in the Guest Relations Office.  6 months of entry level on-the-job work experience in the Food & Beverage department as an Outlets Server.  Note: These are not positions that will rotate through different departments in the hotel. |
| **Position Requirements** | Front Office positions:  3 months of previous hotel / hospitality work experience preferred. Must have a genuine interest to work in the Front Office. Require excellent guest service skills.  Food & Beverage positions :  Require excellent guest service skills. Previous hotel F&B experience is preferred. |
| **Chinese Language Skills Required** | None |
| **Preferred Start Date** | June to December 2017 |
| **Allowance** | 2,400 RMB per month |
| **Hours per Week** | 40 hours per week (5 x 8 hour days) |
| **Accommodation** | Shared room provided for associates in the hotel |
| **Meals** | 3 x Meals per day, 7 days per week |
| **Uniform** | Provided |
| **Laundry Service** | Free laundry of uniform is provided. Personal Clothing can be laundered at associate pricing, up to a maximum of 3,500 RMB per month. |
| **Visa** | M Visa with 180 days |
| **Visa Costs** | Intern must pay for their own Chinese Visa application costs |
| **Airfare** | Intern must pay for their own round airfare to Shanghai Pudong International Airport (PVG) |
| **Medical Insurance** | Intern must purchase their own International Travel Insurance and provide a copy of the policy to the hotel upon arrival |
| **Pre-Employment Requirements** | Intern must undertake a health examination once they enter China. Intern must bring a copy of their criminal background check from their home country and provide this to the hotel. The internship position is conditional on both the health examination and criminal background check. |
| **Application Procedures** | Applicants must pass a webcam interview with the hotel management team. Successful candidates will receive a job offer letter and will have to sign a training agreement with the hotel once they arrive in China. The hotel HR team will assist the Intern with the visa application process once a job offer is accepted. |