



JOB OPPORTUNITY: INTERN, WORLDWIDE SALES & MARKETING

Position Overview

The ideal candidate will provide global sales and marketing support to the Worldwide Sales Office (WSO). The individual will work mainly with the (1) Regional Director, Worldwide Sales; (1) Director, Incentive Sales – The Americas and (5) Account Directors, Worldwide Sales along with the (3) Sales & Marketing Coordinators on managing our global relationships with the top Corporate Travel, Leisure Travel and Group Travel clients in the Midwest United States and Canada. General Administrative Duties include: answering phones, data-entry, office communications, scheduling, working on special projects, and events. This three month position pays \$10.50 per hour, work hours are Monday-Friday 8:30 AM – 5:30 PM, including an hour lunch break / 40 hours per week. This position is based in our Chicago Worldwide Sales Office.

Position Date	On going
Education	Recent college graduate or currently in process of earning a college degree in the hospitality field
Experience	1 to 2 years of experience in sales/marketing or in the hospitality field (preferred but not required)
Technical Skills – Mandatory	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Microsoft PowerPoint
Technical Skills – Preferred	<ul style="list-style-type: none"> • IBM Notes • Salesforce • Microsoft SharePoint • Hospitality Sales Terms and Metrics • Avaya Phone System
Key Functional Competencies	<ul style="list-style-type: none"> • Familiarity with Four Seasons and/or the luxury hotel industry • Excellent reading, writing and oral proficiency in the English language
Key Behavioral Competencies	<ul style="list-style-type: none"> • Able to exercise independent judgment and take action accordingly • Experience working in a highly-motivated team-oriented, collaborative environment • Good verbal and written communication skills • Able to coordinate tasks/projects from start to finish ensuring timely follow up and meeting deadlines • A self-starter, intuitive, receptive to challenges, and a positive and professional attitude. Prepared to pitch in as necessary to ensure the effectiveness of the team as a whole • Ability to work independently, multi-task under time constraints, exercise sound judgment and attention to detail



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To apply please email your resume to: Nick Mula, Coordinator, Worldwide Sales & Marketing at nick.mula@fourseasons.com . Please note in the subject line of your email "Sales Intern Position" when submitting.

About Four Seasons

Four Seasons is dedicated to perfecting the travel experience through continual innovation and the highest standards of hospitality. From elegant surroundings of the finest quality, to caring, highly personalized 24-hour service, Four Seasons embodies a true home away from home for those who know and appreciate the best. The deeply instilled Four Seasons culture is personified by its employees – people who share a single focus and are inspired to offer great service.

Diversity

Our guests and employees come from every part of the world. Our languages, religious beliefs, cultures and traditions are varied and may not be familiar to each of us. Our goal is that each person will feel respected and welcomed, and will sense our wish to understand and value each other's differences. We will respect the customs and traditions of our guests and employees in all circumstances, except where doing so will either be a breach of law or create tensions or difficulties between or among people based on conflicts between their beliefs or traditions. We will treat every employee with dignity and respect. We strive to be fair and just. We always endeavor to select and retain the best-qualified individuals based upon job-related qualifications and regardless of any protected group status under the law. This policy includes recruitment, selection, development, transfers, promotions, scheduling, learning assignments, discipline, compensation, benefits and separation. We will not permit intimidation, coercion or harassment of any kind.

Employer of Choice & Awards

"We look for employees who share the Golden Rule – people who, by nature, believe in treating others as we would have them treat us." *Isadore Sharp, Founder and Chairman, Four Seasons Hotels and Resorts.*

As Four Seasons works towards phenomenal growth in the next decade, our most valuable partners continue to be our employees, with whom we have a strong relationship based on the Golden Rule. This relationship is made tangible by the awards received year after year by Four Seasons on a corporate level, as well as by our hotels and resorts around the world, making us an undisputed "employer of choice."

- Best Hotel Company to Work For 2015 – Hotelier Middle East Salary Survey
- Turkey's Best Employer 2014 – Aon Hewitt Survey
- Best Employer in France 2015 – Capital Magazine
- FORTUNE magazine's 100 Best Companies to Work For (since 1998, ranked #47 in 2015)
- Ranked #1 Best Hotel Employer at the Young Hoteliers Summit 2015
- Great Place to Work Institute Canada – Best Workplaces in Canada
- 2014 (ranked #22 in Large and Multinational Companies category). 2014 Leadership 500 Excellence Award for Large Companies – the Four Seasons Dynamic Leadership Program (DLP) is placed amongst the "Top 20" out of 200 high-profile organizations, recognized for an innovative approach to learning and significant contribution to business results



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- Profit Sharing Council of America (PSCA) – 2013 Gold Award for Language and Cultural Diversity, Gold Award for Workshops and Events, Bronze Award for Increasing Plan Participation and Savings Rates. 2013 Communicator Award of Distinction for marketing and communication excellence for the US 401(K) campaign and its high deferral rate.

Destinations

With hotels and resorts in some of the world's most desirable destinations, Four Seasons offers its employees the opportunity to plan a career that maps the globe. However, living abroad, or even moving from one's home town, is not for everyone. It involves serious consideration of your career goals, your family's needs and your adaptability to an environment or culture that may be drastically different from your own. Careful planning, thorough research and realistic expectations are crucial before you embark on your assignment, but the rewards are many. In addition to bringing you a step closer to achieving your professional goals, living and working in a new city or country will most certainly open a new world of unique experiences for you and your family. For a snapshot of Four Seasons destinations, please visit our website: www.fourseasons.com.

Working at Four Seasons

Four Seasons can offer what many hospitality professionals dream of – an opportunity to build a life-long career with global potential and a real sense of pride in work well done. In line with our plans for future growth, we are committed to staff levels that are in keeping with our extraordinary staff-to-guest ratios. We believe that attitude counts as much as skill. As a result, Four Seasons hires motivated people who we train to perform superbly, while we create an environment where they can flourish. Ultimately, our culture breeds success, and rewards it in many different ways.