

INTERNSHIP OPPORTUNITY – INCENTIVES & LEISURE DEPARTMENT MOLONEY & KELLY

About the Abbey Group

Head quartered in the heart of historic Dublin, the Abbey Group is one of Ireland's longest established and best known Incoming Tours operators. The Group was founded in 1978 when Abbey Ireland was launched. Today the group has expanded its services in Edinburgh and London. With over 140 permanent staff and with overseas representatives in ten key markets, we are recognised as the market leader within our sector. The Group has four divisions specialising in specific types of inbound tourism

- Group Tours
- Luxury Individual Leisure Travel
- Incentive Groups
- Association Conferences & Events

Number of employees

Total for the group -140

(The trainee will be based in our Dublin office which contains about 15 employees.)

Tasks

The intern would assist with some or all of the following duties:

- Updating costs sheets for proposals and confirmed programmes, including, where appropriate, securing supplier services for the programme and the negotiation of rates for those services.
- Putting Itineraries together
- Helping in writing descriptions for our suppliers, for instance hotels, restaurants, evening events etc.
- Dealing with suppliers and requesting rates and availability on a daily basis, this is done via email and phone. It's essential that the intern has a good level of English in order to be able to communicate.
- Assisting Account managers in operating confirmed programmes which include communicating with the overseas client if appropriate and on site assistance if required.
- Assistance with any sales and marketing activities –sales trip preparation –printing brochures –creating PowerPoint Presentations.

Any other duties as assigned from time to time by your Manager or Director (and this could be in another Department within the Abbey Group).

Skills needed/requirements

- Fluency in English language
- Good basic key board skills and proficiency in Microsoft office and Excel
- Good communication and organizational skills
- *Requirements-* students must be affiliated with college/Educational institution /Erasmus/Leonardo Da Vinci etc. or this internship is part of their studies.

Skills to be acquired

- Reality of our business and exposure to the Tourism Industry in Europe
- Understanding our key markets and clients, how we develop and operate our business, our marketing strategy
- Exposed to the tourist attractions/products we offer to clients/trends
- Communication skills and team work skills
- Organisational skills, leadership skills, ability to work on own initiative, learning our tour operating system and develop their IT skills.
- Improve English language both written and oral

Duration of the internship

minimum 4 months

Office languages

English

Location

Dublin

Financial support

€ 300 per month

Office hours

Monday-Friday 9:00am-5:30pm.

Please send your full application to hrdepartment1@abbey.ie