



Overview

Contents/tasks

Knowledge, skills and competence to be acquired

In order for your work placement to be successful, you will need to have an excellent command of the English language (written and spoken) and also possess very good keyboard skills.

Tasks of the trainee

This position will / might include the following responsibilities :

- Administration and handling of confirmed business – booking of services
- Co-ordination with suppliers
- Successful operation of the business secured

Detailed Program of the training period

A). Orientation

- Full integration to the Company through company presentation and show around
- Trainee Manual will be provided upon arrival
- For the first weeks, the trainee will be carrying out tasks under supervision of senior staff

B). Training

Day to day activities might involve

- Full administration services such as making bookings, confirmations, preparing vouchers
- Own areas of responsibility if suitable
- Quotations
- Reception duties/ Post / Switchboard
- Work experience will be gained through daily tasks carried out by the trainee

What will the intern have the opportunity to do/learn during his/her internship?

- Full insight into a large multicultural tourism company
- Understanding of the tourism business in Ireland
- Teamwork
- How to adapt to a new culture and gaining experience from this

C). Evaluation & Monitoring

- Periodic reviews
- Group department meetings
- Smaller departmental meetings every week

What do you hope the Intern will achieve by the end of their training?

- Take ownership of responsibilities – self-sufficient work
- Fluency in oral and written English
- MS Office Package and Tourplan (our in-house booking system)
- Develop or improve negotiation skills
- Good overview of the Company, tourism industry and the specific market to be able to place suggestions for improvements in different areas.



INTERNSHIP OPPORTUNITY- ACCOMMODATION DEPARTMENT

About the Abbey Group

Headquartered in the heart of historic Dublin, the Abbey Group is one of Ireland's longest established and best-known Incoming Tour Operators. The Group was founded in 1978 when Abbey Ireland was launched and later expanded its services to the United Kingdom with an office located in Edinburgh. With over 140 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
- Individual & Online Travel
- Incentive & Luxury leisure travel
- Association Conferences & Events

Number of employees

Total for the group - 200

Tasks

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

- Placement of all Group accommodation according to buy rates or cheaper
- Manage and utilise Group allocations and regularly reporting to Reservations Manager
- Ensure that all terms and conditions in hotel contracts are in line with those of Abbey Ireland client contracts and advise Business Development teams in Dublin of any differences
- Negotiate secondary hotel product requirements as dedicated
- Management and processing cancellations / amendments / overbookings / waitlists
- Cover of front office reception as assigned
- Assisting the Abbey Group with its environmental and responsible tourism initiatives

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

You will report to the Accommodation Manager.

Skills needed/requirements

- Fluency in English language
- Good basic key board skills and proficiency in Microsoft office
- 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 5 months

Office languages

English

Location

Dublin

Financial support

€ 500 per month

Office hours

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

Please send your full application to hrdepartment1@abbey.ie



INTERNSHIP OPPORTUNITY- ACCOUNTS DEPARTMENT CREDIT CONTROL

About the Abbey Group

Headquartered in the heart of historic Dublin, the Abbey Group is one of Ireland's longest established and best-known Incoming Tour Operators. The Group was founded in 1978 when Abbey Ireland was launched and later expanded its services to the United Kingdom with an office located in Edinburgh. With over 140 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
- Individual & Online Travel
- Incentive & Luxury leisure travel
- Association Conferences & Events

Number of employees

Total for the group - 200

Tasks

The Accounts Department at the Abbey Group is a dynamic team whose main area of responsibility is that of Accounts Receivable (AR), Accounts Payable (AP) and Financial Control.

ACCOUNTS RECEIVABLE / CREDIT CONTROL

The Credit Control department is responsible for the collection of money for FIT/Groups/Corporate files. Credit Control is responsible for collecting money in a timely manner and minimising the risk of bad debts. They also ensure that invoices are sent on time and payments are requested in line with existing credit terms.

The daily tasks involve being in constant contact with worldwide customers thus you will have the opportunity to practise your foreign languages.

Tasks include but are not limited to:

- Collecting money from clients who do not have credit
- Invoicing all bookings for the individual department
- Reconciliation of the credit card payments for bookings and conferences

You may also be asked to assist with:

- VAT procedures UK / Ireland
- Analysis of margins
- Cash flows
- Credit Control
- Assist with any other duty that arises
- Any duty that is assigned to you by your Manager/Director
- Cover of front office reception as assigned
- Assisting the Abbey Group with its environmental and responsible tourism initiatives

Flexibility is required and you might be asked to support another area at any time.

Skills needed/requirements

- Fluency in English language
- Good basic key board skills and proficiency in Microsoft office
- 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

€ 500 per month

Office hours

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

Please send your full application to hrdepartment1@abbey.ie



INTERNSHIP OPPORTUNITY- ACCOUNTS DEPARTMENT

About the Abbey Group

Headquartered in the heart of historic Dublin, the Abbey Group is one of Ireland's longest established and best-known Incoming Tour Operators. The Group was founded in 1978 when Abbey Ireland was launched and later expanded its services to the United Kingdom with an office located in Edinburgh. With over 140 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
- Individual & Online Travel
- Incentive & Luxury leisure travel
- Association Conferences & Events

Number of employees

Total for the group - 200

Tasks

The Accounts Department at the Abbey Group is a dynamic team whose main area of responsibility is that of Accounts Receivable (AR), Accounts Payable (AP) and Financial Control.

ACCOUNTS PAYABLE

The Accounts Payable department at the Abbey Group processes a high volume of invoices for both Abbey Ireland and Abbey Scotland. We undertake to process invoices and payments to our suppliers in accordance with our agreed terms (usually 30 days after month of travel). In order to meet that objective the Accounts Payable team must work quickly and resolve any queries by working closely with colleagues from other departments within the Abbey Group and externally.

The main daily duties of the Accounts Payable team are:

- Responsible for processing supplier invoices in accordance with Purchase Orders,
- Responsible for reconciling supplier accounts
- Dealing with supplier enquiries.
- Interacting with internal staff to resolve queries.
- Supplier Payment Runs by Electronic BACS and by Cheque

You may also be asked to assist with:

- VAT procedures UK / Ireland
- Analysis of margins
- Cash flows
- Credit Control
- Assist with any duty that arises
- Cover of front office reception as assigned
- Assisting the Abbey Group with its environmental and responsible tourism initiatives

Flexibility is required and you might be asked to support another area at any time, the internship might not be limited to the accounts department.

Skills needed/requirements

- Fluency in English language
- Good basic key board skills and proficiency in Microsoft office
- 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

€ 500 per month

Office hours

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

Please send your full application to hrdepartment1@abbey.ie

INTERNSHIP OPPORTUNITY- CONFERENCE DEPARTMENT

About the Abbey Group

Headquartered in the heart of historic Dublin, the Abbey Group is one of Ireland's longest established and best-known Incoming Tour Operators. The Group was founded in 1978 when Abbey Ireland was launched and later expanded its services to the United Kingdom with an office located in Edinburgh. With over 140 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
- Individual & Online Travel
- Incentive & Luxury leisure travel
- Association Conferences & Events

Number of employees

Total for the group - 200

Tasks

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

- Assist the Sales Manager with Conference/event bid production
- Assist Project Managers with co-ordinating the organisation of all assigned virtual, hybrid and live conferences/events
- Accommodation & venue management
- AV/Catering co-ordination
- Transport & Travel management
- Social Programme creation/co-ordination for confirmed conferences
- Online registration & abstract submission
- Create ezines/flyers/programmes and help update conference websites & databases
- Delegate Services: correspondence (delegates, speakers, sponsors, suppliers), issuing invoices, visa letters etc.
- Onsite management - be one of the representative on site during the operation of the conference or event.
- Responsibility for financial and credit control over conferences assigned
- Cover of front office reception as assigned
- Assisting the Abbey Group with its environmental and responsible tourism initiatives

Any other duties as assigned from time to time by your manager or other senior manager or board member (this could be in another Department within the Abbey Group).

You will report to the Delegate Services Manager.

Skills needed/requirements

- Fluency in English language
- Good basic key board skills and proficiency in Microsoft office
- 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 6 months

Office languages

English

Location

Dublin

Financial support

€ 500 per month

Office hours

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

(Some weekend work might be required in case a conference falls onto a weekend)

Please send your full application to hrdepartment1@abbey.ie



INTERNSHIP OPPORTUNITY- BUSINESS DEVELOPMENT INTERNATIONAL MARKETS DEPARTMENT

About the Abbey Group

Headquartered in the heart of historic Dublin, the Abbey Group is one of Ireland's longest established and best-known Incoming Tour Operators. The Group was founded in 1978 when Abbey Ireland was launched and later expanded its services to the United Kingdom with an office located in Edinburgh. With over 140 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
- Individual & Online Travel
- Incentive & Luxury leisure travel
- Association Conferences & Events

Number of employees

Total for the group - 200

Tasks

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

- Help to develop and maintain strong relationships with both existing and potential new clients.
- Preparation and costing of proposed client group and series programmes.
- Full utilisation of the Tourplan system to generate all client quotations and subsequent follow up, also ensuring that the confirmed proposal is accurately reflected on Tourplan.
- Help preparing material for any agreed sales and marketing activities.
- Help with any admin work needed during quotation/follow up/confirmation process.
- Help with contacting suppliers in relation to availabilities, rates, information.
- Research markets, clients, programs as the need arises and as assigned by your Manager/ Director.
- Cover of front office reception as assigned
- Assisting the Abbey Group with its environmental and responsible tourism initiatives

The position may also extend to cover support in any of the Company's other departments as the need arises.

Skills needed/requirements

- Fluency in English language
- Good basic key board skills and proficiency in Microsoft office
- 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 6 months

Office languages

English

Location

Dublin

Financial support

€ 500 per month

Office hours

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

Please send your full application to hrdepartment1@abbey.ie



INTERNSHIP OPPORTUNITY- CUSTOMER CARE INTERNATIONAL DEPARTMENT

About the Abbey Group

Headquartered in the heart of historic Dublin, the Abbey Group is one of Ireland's longest established and best-known Incoming Tour Operators. The Group was founded in 1978 when Abbey Ireland was launched and later expanded its services to the United Kingdom with an office located in Edinburgh. With over 140 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
- Individual & Online Travel
- Incentive & Luxury leisure travel
- Association Conferences & Events

Number of employees

Total for the group - 200

Tasks

The Customer care role involves the customer services function for Ireland for some groups Scotland and the rest of the UK as required within the Groups Department to which you are assigned – key to this is to ensure that client group operations requirements for the department operate smoothly and in a timely fashion.

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

- Help developing and maintaining strong relationships with both existing & potential suppliers.
- Daily communication with suppliers, both here in Ireland and in Scotland will be a requirement of the role and thus fluency in the relevant language(s) is required.
- The role involves the co-ordination of a variety of arrangements for tour groups within specific time restrictions – making reservations, creating & updating group itineraries, making required amendments when changes to the clients programme occur, communication with tour guides and coach companies etc.
- Full utilisation of the Tourplan system (our tourism software system) to generate all supplier communications, also ensuring that the confirmed proposal is accurately reflected in Tourplan thereby facilitating a smooth and accurate accounting process.
- Cover of front office reception as assigned
- Assisting the Abbey Group with its environmental and responsible tourism initiatives

The position may also extend to cover support in any of the Company's other departments as the need arises.

Skills needed/requirements

- Fluency in English language
- Good basic key board skills and proficiency in Microsoft office
- 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 5 months

Office languages

English

Location

Dublin

Financial support

€ 500 per month

Office hours

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

Please send your full application to hrdepartment1@abbey.ie



INTERNSHIP OPPORTUNITY- FIT DEPARTMENT

About the Abbey Group

Headquartered in the heart of historic Dublin, the Abbey Group is one of Ireland's longest established and best-known Incoming Tour Operators. The Group was founded in 1978 when Abbey Ireland was launched and later expanded its services to the United Kingdom with an office located in Edinburgh. With 200 staff and 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
- Individual & Online Travel
- Incentive & Luxury leisure travel
- Association Conferences & Events

Number of employees

Total for the group - 200

Tasks

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

- All aspects involved in the Company's individual travel programme development and the handling of their associated product requirements including booking hotel and other tourism product supplies where necessary.
- Dealing with overseas Tour Operator partners on bookings and also where appropriate and necessary their clients when on holiday in Ireland.
- Preparation of client itineraries and their associated costing.
- Preparing client documentation packs, distributing them to the agreed pick-up point and ensuring the smooth operation of the FIT booking prior to and during their stay in Ireland.
- General office duties including booking confirmations, filing, processing reservations including the preparation of client vouchers and invoices through the Company's reservations system (Tourplan).
- Cover of front office reception as assigned
- Assisting the Abbey Group with its environmental and responsible tourism initiatives

The position may also extend to cover support in any of the Company's other departments as the need arises.

Skills needed/requirements

- Fluency in English language
- Good basic key board skills and proficiency in Microsoft office
- 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 5 months

Office languages

English

Location

Dublin

Financial support

€ 500 per month

Office hours

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

Please send your full application to hrdepartment1@abbey.ie



INTERNSHIP OPPORTUNITY- CUSTOMER CARE FRENCH SPEAKING GROUPS DEPARTMENT

About the Abbey Group

Headquartered in the heart of historic Dublin, the Abbey Group is one of Ireland's longest established and best-known Incoming Tour Operators. The Group was founded in 1978 when Abbey Ireland was launched and later expanded its services to the United Kingdom with an office located in Edinburgh. With over 140 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
- Individual & Online Travel
- Incentive & Luxury leisure travel
- Association Conferences & Events

Number of employees

Total for the group - 200

Tasks

The Customer care role involves the customer services function for Ireland for some groups Scotland and the rest of the UK as required within the Groups Department to which you are assigned – key to this is to ensure that client group operations requirements for the department operate smoothly and in a timely fashion.

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

- Help developing and maintaining strong relationships with both existing & potential suppliers.
- Daily communication with suppliers, both here in Ireland and in Scotland will be a requirement of the role and thus fluency in the relevant language(s) is required.
- The role involves the co-ordination of a variety of arrangements for tour groups within specific time restrictions – making reservations, creating & updating group itineraries, making required amendments when changes to the clients programme occur, communication with tour guides and coach companies etc.
- Full utilisation of the Tourplan system (our tourism software system) to generate all supplier communications, also ensuring that the confirmed proposal is accurately reflected in Tourplan thereby facilitating a smooth and accurate accounting process.
- Cover of front office reception as assigned
- Assisting the Abbey Group with its environmental and responsible tourism initiatives

The position may also extend to cover support in any of the Company's other departments as the need arises.

Skills needed/requirements

- Fluency in English and French language
- Good basic key board skills and proficiency in Microsoft office
- 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

€ 500 per month

Office hours

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

Please send your full application to hrdepartment1@abbey.ie



INTERNSHIP OPPORTUNITY- BUSINESS DEVELOPMENT GERMAN SPEAKING GROUPS DEPARTMENT

About the Abbey Group

Headquartered in the heart of historic Dublin, the Abbey Group is one of Ireland's longest established and best-known Incoming Tour Operators. The Group was founded in 1978 when Abbey Ireland was launched and later expanded its services to the United Kingdom with an office located in Edinburgh. With over 140 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
- Individual & Online Travel
- Incentive & Luxury leisure travel
- Association Conferences & Events

Number of employees

Total for the group - 200

Tasks

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

- Help to develop and maintain strong relationships with both existing and potential new clients.
- Preparation and costing of proposed client group and series programmes.
- Full utilisation of the Tourplan system to generate all client quotations and subsequent follow up, also ensuring that the confirmed proposal is accurately reflected on Tourplan.
- Help preparing material for any agreed sales and marketing activities.
- Help with any admin work needed during quotation/follow up/confirmation process.
- Help with contacting suppliers in relation to availabilities, rates, information.
- Research markets, clients, programs as the need arises and as assigned by your Manager/ Director.
- Cover of front office reception as assigned
- Assisting the Abbey Group with its environmental and responsible tourism initiatives

The position may also extend to cover support in any of the Company's other departments as the need arises.

Skills needed/requirements

- Fluency in English and German language
- Good basic key board skills and proficiency in Microsoft office
- 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 5 months

Office languages

English and German

Location

Dublin

Financial support

€ 500 per month

Office hours

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

Please send your full application to hrdepartment1@abbey.ie



INTERNSHIP OPPORTUNITY- CUSTOMER CARE GERMAN SPEAKING GROUPS DEPARTMENT

About the Abbey Group

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- Incentive & Luxury leisure travel
- Association Conferences & Events

Number of employees

Total for the group - 200

Tasks

The Customer care role involves the customer services function for Ireland for some groups Scotland and the rest of the UK as required within the Groups Department to which you are assigned – key to this is to ensure that client group operations requirements for the department operate smoothly and in a timely fashion.

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

- Help developing and maintaining strong relationships with both existing & potential suppliers.
- Daily communication with suppliers, both here in Ireland and in Scotland will be a requirement of the role and thus fluency in the relevant language(s) is required.
- The role involves the co-ordination of a variety of arrangements for tour groups within specific time restrictions – making reservations, creating & updating group itineraries, making required amendments when changes to the clients programme occur, communication with tour guides and coach companies etc.
- Full utilisation of the Tourplan system (our tourism software system) to generate all supplier communications, also ensuring that the confirmed proposal is accurately reflected in Tourplan thereby facilitating a smooth and accurate accounting process.
- Cover of front office reception as assigned
- Assisting the Abbey Group with its environmental and responsible tourism initiatives

The position may also extend to cover support in any of the Company's other departments as the need arises.

Skills needed/requirements

- Fluency in English and German language
- Good basic key board skills and proficiency in Microsoft office
- 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 5 to 6 months

Office languages

English and German

Location

Dublin

Financial support

€ 500 per month

Office hours

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

Please send your full application to hrdepartment1@abbey.ie