



INTERNSHIP OPPORTUNITY- NORDIC AND NON-ENGLISH SPEAKING GROUPS DEPARTMENT

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
- Individual & Online Travel
- Incentive & Luxury leisure travel
- Association Conferences & Events

Number of employees

Total for the group -140

(The trainee will be based in our Dublin office which contains about 90 employees.)

Tasks

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

- Daily communication with suppliers, occasionally with the clients, both here in Ireland and UK 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.
- Help to develop and maintain strong relationships with both existing and potential clients.
- Preparation of tour programs and their associated costing.
- 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.
- Research markets, clients, programs as the need arises and as assigned by your Manager/ Director.

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 – required. Scandinavian / Russian/Czech language – advantage
- 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

€ 300 per month

Office hours

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

Please send your full application to hrdepartment1@abbey.ie