

Administration Internship

An Óige - Irish Youth Hostel Association

General information

Duration:

6 months

Commitment:

Full-time

Description:

Our intern will be the first port of call for enquiries to our Head Office in Dublin, Ireland. You will need strong customer relationship skills as you will help members of the public with their email, postal and phone enquiries for our 24 hostels. You will also distribute information around the office to the relevant departments.

You will assist the Reservations Department by taking membership bookings and processing payments. You will also perform admin duties for our volunteers who run hiking, photography and conservation programmes. There will also be opportunity to assist the Marketing Department by updating information on our website, helping with the email newsletter and brochure creation and distribution.

Requirements

Languages: English: Independent User B2

Level of Studies: Bachelor

Skills: Social Media
Word
Excel
Customer Service
Blogging

Compensation:

Financial compensation

Accommodation

Link: <http://www.anoige.ie>