

## 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](mailto:hrdepartment1@abbey.ie)