



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.