



## CONFERENCES & EVENTS

REF. No. 810

### About us

We are one of Ireland's longest established and best known incoming Irish Tour Operators. Our services are available to Tour Operators worldwide, our objective is to provide our Travel Trade Partners with the best price, product and service which will enable you to sell Destination Ireland successfully in the international marketplace. We operate our business from a modern office building located in the heart of historic Dublin, where we employ 70 permanent staff.

### Number of employees

70

### Tasks

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

- Assist the Sales Manager with Conference/event bid production
- 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, suppliers), issuing invoices, visa letters etc
- Onsite management - be the representative on site during the operation of the conference or event.
- Responsibility for financial and credit control over conferences assigned

Any other duties as assigned from time to time by your manager or other senior manager or board

# PRAKTIKUM IN LONDON



## Skills needed

- Very good English skills (written and spoken)
- Possess very good keyboard skills and excellent knowledge of MS Office
- Organisational skills with good attention to detail.
- Excellent communication skills.
- Ability to work in a team environment.
- Must be enrolled or affiliated with college/university or sponsored by an educational institution/programme

## Skills to be acquired

- Take own 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 and the specific market to be able to place suggestions

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

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

## Evaluation & Monitoring

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

## Duration of the internship

6 months +

## Office languages

English

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## Location

Dublin, Ireland

## Financial support

- Euro 300.00 per month
- Weekend Away (They will be entitled to one free weekend for two people sharing a twin room with bath on a bed and breakfast basis in a 3\* Hotel or Bed and Breakfast subject to availability. This offer is valid only during their placement dates and is non-transferable)

## Office hours

Monday-Friday, 9 am – 5:30 pm (1 hour lunch break)