



HUMAN RESOURCES

REF. No. 878

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:

- Sourcing Students/Trainees and processing their applications and contracts.
- Use of our internal HR system TMS to upload and update employee details.
- Assist the HR & Training director with the completion of various projects and presentations.
- Administrative tasks related to recruitment, induction or other HR functions.
- Co-ordinate exit interviews for any members of staff should they arise.

Any other duties as assigned from time to time and this could be in another Department within the company.

Skills needed

- Fluency in English (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.

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- 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
- 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

5 months +

Office languages

English

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)

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Office hours

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