



## INTERNSHIP OPPORTUNITY-BUSINESS DEVELOPMENT GERMAN SPEAKING GROUPS DEPARTMENT

REF. No. 979

### About us

Head quartered in the heart of historic Dublin, our company is one of Ireland's longest established and best known Incoming Tours operators. Today our company has expanded its services in Edinburgh and London. With over 140 permanent 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 -140

(The trainee will be based in our Dublin office which contains about 90 employees.)

### Tasks

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

- Help to develop and maintain strong relationships with both existing and potential new clients.
- Preparation and costing of proposed client group and series programs.
- Full utilization of the Tourplan system to generate all client quotations and subsequent follow up, also ensuring that the confirmed proposal is accurately reflected on Tourplan.
- Help preparing material for any agreed sales and marketing activities.
- Help with any admin work needs during quotation/follow up/confirmation process.
- Help with contacting suppliers in relation to availabilities, rates, information.
- Research markets, clients, program as the need arises and as assigned by you Manager/Director.

The position may also extend to cover support in any of the Company's other departments as the need arises.

# PRAKTIKUM IN LONDON



## Skills needed

- Fluency in English and German 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 4 months

## Office languages

English

## Location

Dublin

## Financial support

€ 300 per month

## Office hours

Monday-Friday 9:00am-5:30pm