

## *About the Abbey Group*

The Abbey Group is an established and fast-growing Destination Management Company dedicated to selling the destinations of Ireland and the UK to the International travel trade on a B2B basis. The Group has offices in Dublin and Edinburgh with a remote team presence across Ireland, the UK and a number of European countries. Today, the group consists of Abbey the Destination Experts (Ireland and UK), Abbey Conferences, Abbey Events, and Moloney & Kelly Ireland and UK.

The Group has five divisions specialising in specific types of inbound tourism:

- Group Travel
- Individual & Online Travel
- Incentive & Luxury Leisure Travel
- Conferences
- Events

## **Tasks for the Accommodation Department**

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

- Placement of all Group accommodation according to buy rates or cheaper
- Manage and utilise Group allocations and regularly reporting to Reservations Manager
- Ensure that all terms and conditions in hotel contracts are in line with those of Abbey Ireland client contracts and advise Business Development teams in Dublin of any differences
- Negotiate secondary hotel product requirements as required
- Management and processing cancellations / amendments / overbookings / waitlists
- Cover of front office reception as assigned
- Assisting the Abbey Group with its environmental and responsible tourism initiatives.

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



## Skills needed / requirements

- Fluency in English is essential
- 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

<b>Duration of the internship</b> Minimum 5 months - ideally 6 months	<b>Office language</b> English
<b>Location</b> Dublin	<b>Financial support</b> € 600 per month

<b>Office hours</b>	Monday-Friday 9:00am-5:30pm
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Please send your full application to [hr1@abbey.ie](mailto:hr1@abbey.ie)

