

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 FIT Department Markets

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

- All aspects involved in the Company's individual travel programme development and the handling of their associated product requirements including booking hotel and other tourism product supplies where necessary.
- Dealing with overseas Tour Operator partners on bookings and also where appropriate and necessary their clients when on holiday in Ireland.
- Responsibility for the timely processing of bookings from our client base into the Company's reservation system Tourplan and issuing booking confirmations.
- Preparation of client travel documents and itineraries if necessary.
- General office duties including booking confirmations, filing, processing reservations including the preparation of client vouchers and invoices through the Company's reservations system (Tourplan).
- Cover of front office reception as assigned and if requested based on availability;
- 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 departments as the need arises.



Skills needed / requirements

- Fluency in English (written and verbal)
- Any other European language is an advantage
- Good basic key board skills and proficiency in Microsoft office
- Excellent team work skills
- Ability to manage time effectively and meet deadlines
- 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
- Good understanding of Ireland as destination, being exposed to tourist attractions, products offered and 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 5 months - ideally 6 months	Office language English
Location Dublin	Financial support € 600 per month

Office hours	Monday-Friday 9:00am-5:30pm
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Please send your full application to hr1@abbey.ie

