

## *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 HR Department**

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

- Sourcing trainees for the various company departments and processing their applications and agreements. This involves reviewing managers requirements, acknowledging applications, selecting suitable candidates in line with department requirements and the arranging of interviews as required to ensure a successful placement. The HR intern is involved in the internship programme life cycle from start to finish supported by the HR team.
- Assistance with student's University/Financial institutions paperwork.
- Use of our internal HR system TMS to upload and update employee details.
- Assist the HR team with the completion of various projects and presentations.
- Administrative tasks related to recruitment, induction or other HR functions.
- Reception coverage coordination when required also assisting with cover of the 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 departments as the need arises.



## Skills needed / requirements

- Fluency in English
- Keen interest in Human Resources
- Utmost integrity in the discrete handling of confidential information
- Excellent people skills
- Good basic key board skills and proficiency in Microsoft office
- Ability to manage time effectively
- 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

- Understanding of the operational delivery of HR
- Communication skills and team work skills
- Organisational skills, leadership skills, ability to work on own initiative, learning our HR 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)

