

About Moloney & Kelly

Established in 1970, Moloney & Kelly, part of the Abbey Group, is a full-service award-winning Destination Management Company specialising in luxury individual travel, leisure groups, and incentives in Ireland and the UK, focusing on delivering unique travel experiences to our clients.

With over 50 years' experience, Moloney & Kelly are a team of expert staff offering a personalized service and delivering creative, exciting and successful client experiences.

Tasks for the Leisure Department

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

- Updating costs sheets for proposals and confirmed programmes, including, where appropriate, securing supplier services for the programme and the negotiation of rates for those services.
- Putting Itineraries together.
- Helping in writing descriptions for our suppliers, for instance hotels, restaurants, evening events etc.
- Dealing with suppliers and requesting rates and availability on a daily basis, this is done via email and phone. It's essential that the intern has a good level of English in order to be able to communicate.
- Answering phone calls and transferring them accordingly to an appropriate team member.
- Assistance with any sales and marketing activities -sales trip preparation -creating PowerPoint Presentations.
- 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
- 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
- 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 5 months - ideally 6 months	Office language English
Location Dublin	Financial support € 600 per month
Office hours	Monday-Friday 9:00am-5:30pm

Please send your full application to hr1@abbey.ie