

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 North European Groups Department (German, Nordics-Non-English) Business Development

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 programmes.
- Full utilisation 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 needed during quotation/follow up/confirmation process.
- Help with contacting suppliers in relation to availabilities, rates, information.
- Research markets, clients, programs as the need arises and as assigned by your Manager/ Director.
- 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 and German language
- 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 & German
Location Dublin	Financial support € 600 per month
Office hours	Monday-Friday 9:00am-5:30pm

Please send your full application to hr1@abbey.ie

