

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 Conferences Department

Since 1988, Abbey Conferences has been a trusted partner for clients seeking exceptional event management. With offices in Dublin and Edinburgh, our multi-award-winning team combines passion, experience, and meticulous planning to create unforgettable conferences.

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

- Assist the Sales Manager with Conferences/Events bid production
- Assist Project Managers with co-ordinating the organisation of all assigned virtual, hybrid and live conferences/events
- Accommodation & venue management
- AV/Catering co-ordination
- Transport & Travel management
- Social Programme creation/co-ordination for confirmed conferences
- Online registration & abstract submission
- Create ezines/flyers/programmes and help update conference websites & databases
- Delegate Services: correspondence (delegates, speakers, sponsors, suppliers), issuing invoices, visa letters etc.
- Onsite management - be the representative on site during the operation of the conference or event.
- Responsibility for financial and credit control over conferences assigned (sending payment chasers, allocating payments in conference system)
- 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
- 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

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

Office hours <i>(Some weekend work might be required in case a conference falls onto a weekend)</i>	Monday-Friday 9:00am-5:30pm
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Please send your full application to hr1@abbey.ie

