



PIC Management Offers

Paid accommodation partners department assistant internship in Dublin

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Location

Dublin, Ireland

Category

Administration

Job Type

Internship

Duration of internship

6 months

Base salary

300 euros/month

Work Hours

40 hours/week

Languages

English (B2)

Line of business

Tourism, travel agency

Description

You will assist the department in all the accommodation management tasks related in order to provide the best experience to the customers.

Responsibilities

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

- Placement of all Group accommodation according to buy rates or cheaper
- Manage and utilise Group allocations and regularly reporting to Reservations Manager
- Ensure that all terms and conditions in hotel contracts are in line with those of

our partner client contracts and advise Business Development teams in Dublin of any differences

- Negotiate secondary hotel product requirements as dedicated
- Management and processing cancellations / amendments / overbookings / waitlists

Company's presentation

The company now has more than 200 employees and specializes in tourist and professional travels. Specialists in their business, the company has even been awarded. With offices in Ireland, UK and Scotland, it's one of the leaders in its industry.

Profile required

- Fluency in English language
- Good basic key board skills and proficiency in Microsoft office
- Good communication and organizational skills
- Students must be affiliated with college/Educational institution/Erasmus/Leonardo Da Vinci etc. or this internship is part of their studies.

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application. Fee charged only once the internship is secured with the host company you previously chose. 385 euros for a 3 months internship, 15 euros/additional week
Apply online or send your CV at students@pic-management.com