

AVAILABLE INTERNSHIP POSITIONS



THE WHOLE FLOOR GOT TOGETHER AND CAME UP WITH A FEW THINGS YOU COULD WORK ON.

TITLE	INDUSTRY	JOB DESCRIPTION	DURATION
Accounts Assistant	Incoming Tour Operator	Various administration tasks all accounts related i.e. supplier payments, processing and filing invoices and much more.	Minimum 4 to 6 months
Accounts Assistant	Incoming Tour Operator	<p>The position is based in the accounts dept but the type of work he/she will be doing is basic office administration. Should be PC literate and have good Microsoft Office experience i.e. word, excel, outlook. Excellent spoken and written English.</p> <ul style="list-style-type: none"> • Processing IWT vouchers on Tour plan • Checking rates on the database/goldmine • Dealing with accounts queries via email/telephone • General office duties such as filing 	2/3 month period (or longer if available)

Broadcast Assistant	Radio Station	<ul style="list-style-type: none"> • Play and monitor broadcast. • Adobe Audition Editing. • Podcasting. • Outside Broadcast. • Technical support to Sound recordist /Interviewer 	2 to 3 months
Childcare Assistant	Pre School	<p>Duties</p> <ul style="list-style-type: none"> • General crèche duties • Helping the lead teacher with the daily curriculum schedule and outside play • Assisting with after school activities • Effectively communicate with children, parents, staff and administration <p>Requirements:</p> <ul style="list-style-type: none"> • Students must have a Police Clearance from their own country in order to work in Childcare in Dublin 	2 or 3 months
Customer Service and Sales Assistant	IT Company – Online Reservations	<ul style="list-style-type: none"> • Build customer focused relationship with assigned properties • Promote the company’s initiatives through a focused sales drive • Constantly monitor availability within properties • Deal with all queries relating properties 	3 months

		<p>within region</p> <ul style="list-style-type: none"> • Assessment of quality of content sent by the properties ensuring that photographs/hotel descriptions/availability are all up to industry standards before the property is activated on our websites. • Website content updates – picture processing, property activations/deactivations • Dealing with customer queries/reservation for the property • Assisting the Line Manager with general queries/operational requests from the properties • Monitor properties on a regular basis to ensure they are delivering a high standard of customer care and quality. 	
Environmental Assistant	Environmental Company	<ul style="list-style-type: none"> • Helping the project team who are engaged with companies to reduce their Carbon Emissions • Online Research • Collation of data gathering from clients into management format • Tidying of documents for presentation • Printing and binding • General office 	3 months upwards

		duties.	
Event Management Assistant	Hotel	<ul style="list-style-type: none"> • Planning each event to meet customer requirements • Selecting venues and organising room layouts, equipment, menus and timetables • Making sure that events run smoothly • Welcoming guests and delegates • Setting up equipment • Serving food and drink. 	
Fashion Design Assistant	Fashion Design	<ul style="list-style-type: none"> • Responsibility for assisting Designers and/or senior management <p>Duties:</p> <ul style="list-style-type: none"> • Assisting the Design team • Identifying and researching trends • Producing colour palettes, mood boards, garment specification sheets • Assisting with the design of the garment ranges • Assisting with sourcing fabrics and trims • Liasing with clients and attending client meetings when necessary • Liasing with factories <p>Requirements:</p> <ul style="list-style-type: none"> • Ideally some work experience whilst completing the relevant degree 	3 months upwards

		<ul style="list-style-type: none"> • BA (Hons) degree in Fashion Design • Ideally good CAD skills • Strong communication skills 	
Graphic Designer	Logistics	Updating our many company websites, as well as our in store displays	3 months upwards
Help Desk Assistant	IT Company	<p>The role involves:</p> <ul style="list-style-type: none"> • Supervised Front line helpdesk support – taking customers telephone support calls and logging the details on our systems ready for Tech support person to deal. • Excel / Word / Outlook – Assisting with documentation of our customers systems (In House) • Excel / Word – assisting with marketing / sales admin (In House) • Technical assistance (In House) – Some basic tech support involving Windows operating systems (training / guidance provided) <p>Preferable Skills</p> <ul style="list-style-type: none"> • English spoken / written – Good Standard • Information Technology background / education 	3 months upwards
HR Assistant	Hotel	<ul style="list-style-type: none"> • Interns will perform administrative tasks such as filing, making copies, 	2 to 3 months

		receiving mail, answering the phone, logging employee hours, and preparing employee files.	
IT Assistant	Tourism	<ul style="list-style-type: none"> • Review of website • Competitor and keyword research • Link development • On-page optimisation to ensure high 'organic' search engine rankings. • Setting up and reporting KPI's • Competitor analysis • Implementation of meta tags 	3 months or longer
IT Assistant	Travel Agency	<ul style="list-style-type: none"> • Photoshop • HTML • ASP • ASP.NET • SQL Server databases • Dreamweaver • Content management Systems • Web design/Development /Testing - a strong design interest/experience would be most desirable <p>With all the action items that have built up in my inbox - this is a really good opportunity for someone to get some real "hands on" experience in the world of web design/development</p>	3 months or longer
IT Assistant	Software Company	Support the business and development team in testing and documenting	2 to 3 months

		<p>the software. Creation of support / training materials for clients. Other related tasks as the project develops.</p> <ul style="list-style-type: none"> • Software testing • Software documentation and specification • Development of technical training materials • Contribute to development of online Help Desk • Client support 	
Journalism Assistant	Journalism	Working for a local newspaper involved in research and writing of articles of local interest. Good English essential.	3 months
Journalism Assistant	Tourism	<ul style="list-style-type: none"> • Writing keyword-heavy travel related articles • Writing keyword-heavy property related articles • Writing press releases and dealing with our pr company • Designing and creating our newsletters • Create a definitive library of useful information, tips and advice about all our geographical locations and the holiday home industry to encourage repeat traffic, trust in our brand, etc 	3 months or longer
Journalism Assistant	Newspaper	Research, write and report articles on local and national issues.	3 months upwards
Marketing Assistant	Travel Agency	We are looking for an intern	3 months

		<p>with the following skills:</p> <ul style="list-style-type: none"> • Excellent English language skills • Excellent communication skills - phone, email, etc. • Good knowledge of Microsoft Office essential • Knowledge of Adobe Photoshop desirable. <p>Duties will include:</p> <ul style="list-style-type: none"> • Website content and image updating • Marketing administration • Producing marketing reports and • Assisting in preparation of press advertisements (training provided). 	
Marketing Assistant with specific experience in web based marketing	Software Company	<ul style="list-style-type: none"> • Previous experience in web based marketing, ideally an interactive website • Website content management, setting up new pages in line with promotions and SEO (search engine optimisation) requirements. • Previous experience in international product launching would be ideal. 	3 months upwards
Operations Assistant	Training and consulting in Project Management and IT Service Management	<ul style="list-style-type: none"> • Providing administrative support to trainers and consultants • Communicating with customers pre and post course delivery • Maintaining high levels of quality 	3 months upwards

		<p>assurance, including course evaluation and course approval procedures</p> <ul style="list-style-type: none"> • Developing course materials • Liaising with Sales Team • Liaising with partner institutions, other institutions, external agencies, government departments and prospective students • Setting up training faculties. 	
Reception	Hostel Industry	<ul style="list-style-type: none"> • Answering calls • Greeting guests • Use of Computer Reservation System • Allocation of Accommodation • General Administration • Back Office duties 	2 to 3 months
Retail Assistant	Bookshop	<ul style="list-style-type: none"> • Customer Service • Stock Control • processing payments of various kinds • monitoring and updating sales display areas. 	
Sales Assistant	Tourism	<ul style="list-style-type: none"> • Call/answer telephones for potential customers • Dealing with existing customers via email and phone • Explain products or services and answer questions from customers • Maintain records of contacts • Obtain customer information such as name, email address 	3 months upwards

		<p>and enter information into computer.</p> <ul style="list-style-type: none"> • Obtain names and telephone numbers of potential customers from sources such as telephone directories, marketing tools and lists purchased. • Assisting with producing newsletters to owners and consumers 	
Software Development (3 positions available)	Software Company	<ul style="list-style-type: none"> • Computer Programming, Web Development • Working knowledge of (x) HTML, CSS, AJAX, Javascript, Photoshop, Python, C/C++ Net PHP. • Computer Science or Similar Degree (Completed or studying for). • The Individual should be motivated and willing to learn. Any individual with Python Programming Language is of particular interest. 	3 months upwards
Sports Assistant	NGO	<ul style="list-style-type: none"> • Working with Athletes with varying levels of disability. • Assisting our staff supervise the gym floor • Assisting with games and activity supervision in our sports hall • Acting as an activity leader on our sports camps for children during school 	2 or 3 months

		<p>holidays.</p> <ul style="list-style-type: none"> Assisting our admin offices with preparing for a variety of sporting events 	
Textile Design Assistant	Textile Design specialists in the design and manufacture of aircraft seat and curtain fabrics and carpets.	<ul style="list-style-type: none"> Responsibility for assisting Designers and/or senior management Making or handling textiles and clothing Learning new practical skills Understanding the scientific uses and properties of materials Analysis and research works Explaining ideas and information to people Being aware of how colours and shapes are used in design Being accurate with numbers in counting, measuring and arithmetic Development of design 	3 months upwards
Waiter	Food & Beverage	<ul style="list-style-type: none"> Customer Service Preparation of Restaurant for lunch and dinner service Menu knowledge for lunch & dinner Wine list knowledge Service Schedule for lunch and dinner Order taking Service of Food & Beverage Billing Closing Procedures 	2 to 3 months

Administrative Assistant	Incoming Tour Operator	Working the Group Service Area, are responsible for all bookings, Itineraries and vouchers for all touring groups. This position would be highly administrative and require a good eye for details.	Minimum 4 to 6 months
Administrative Assistant	Incoming Tour Operator	Working in their International Groups Department. This placement would include both operations i.e. administrative tasks and business development and research	Minimum 4 to 6 months
Administrative Assistant	Recruitment Agency	Attracting candidates and matching them to jobs in client companies in temporary and permanent positions, involved in recruitment and selection and administrative tasks.	3 months
Administrative Assistant	Recruitment Agency	<ul style="list-style-type: none"> • Answering the phone • Database Administration • General administration • Accounts work • Ad hoc duties as they arise 	3 months
Administrative Assistant	Healthcare	<ul style="list-style-type: none"> • To retrieve and file patient medical charts on a daily basis. • To resolve any matters relating to medical records in an effective and efficient manner. • To ensure all files are stored correctly because misfiled or unfilled patient information could result in distress to the patient and 	2 to 3 months

		<p>could result in legal action against the hospital.</p> <ul style="list-style-type: none"> • To ensure that all information released to patients complies with hospital confidentiality policy. • To adhere to the hospital's policy of confidentiality 	
Administrative Assistant	Tourism	<p><u>Operations Department Internship</u></p> <ul style="list-style-type: none"> • Communicating special requests to our suppliers in foreign countries. • Preparing the final itinerary for tours in collaboration with overseas suppliers. • Preparing airline tickets for dispatch. • Sending final list of names / rooming list / itinerary to overseas agents prior to a groups arrival. • Looking after the administration of last minute bookings • General administrative duties <p>Requirements</p> <ul style="list-style-type: none"> • Very strong attention to detail. • Ability to learn quickly in a busy environment. • Flexibility - ability to multitask! • An excellent knowledge of Word / Excel. • General geographical knowledge must be of a high standard • Travel experience. 	3 months

Administrative Assistant	Hotel Industry	<ul style="list-style-type: none"> • Mail merge from Access • Input in access system • Very good English 	3 months
Administrative Assistant	Logistics	<ul style="list-style-type: none"> • Assisting in the operations department dealing with the import and export sector. • Tracking and monitoring data • Internal Reporting • General Office administration 	2 to 3 months
Administrative Assistant	Telecommunications	<ul style="list-style-type: none"> • Evaluation and implementation of an IP Telephony Solution • Analysis of existing service call management system and support • Management updating/adapting to current requirements 	
Administrative Assistant	Print Industry/Manufacturing Company	<ul style="list-style-type: none"> • Assisting in the transport and warehouse departments of this manufacturing and distribution company. • General office administration duties 	2 to 3 months