



# INTERNATIONAL INTERNSHIPS LLC

## PRE-DEFINED/OPEN POSITIONS IN IRELAND

To apply for these positions, type the Internship code in the “Ireland Pre-Defined Placement ID Code” box on the [Ireland Options Questionnaire](#) in your application. To start an application, click on the “Apply Now” button from the [Ireland program page](#). **Click on internship you are interested in for more information.**

### STUDENT TEACHING PROGRAM

#### ID: STUDENT TEACHING

For information on the student teaching program in Ireland, please see the Student Teaching section on the [Ireland Program Page](#) or email [admin@international-internships.com](mailto:admin@international-internships.com).

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## ACCOUNTING

### ID: ACCOUNT1

#### The Opportunity

Ireland's capital is home to hundreds of registered accountancy firms, financial consultancies, private accountants, and individual practitioners. Dublin's financial hub is a bustling business center with boutique consultancy firms, investment advisers, lending institutes, and hedge funds. Dublin also has a thriving start-up company scene supported by local enterprise boards and financial advisors.

An internship at one of the leading accountancy firms in Dublin, can offer experience working with all types of business including Sole Traders, Partnerships and Limited Companies. As well as the opportunity to engage in a wide range of services including accounting, auditing, outsourced bookkeeping, payroll & management accounts, compliance accounting, taxation, company secretarial, startup advice, forensic accounting & more.

The intern will use accounting, tax, and payroll software packages, including Relate Accounts Production software, Thesaurus Payroll software, Revenue Online Service (ROS).

#### The Role

- Sage Accounts Production will be used on a daily basis and the intern will be responsible for maintaining Purchase Ledgers and Sales Ledgers and subsequently filing the necessary VAT Returns with the Revenue Commissioners.
- They will file monthly VIES and INTRASTAT returns declaring clients purchase and sales transactions with VAT registered businesses in other EU States.
- filing payroll taxes with the Revenue Commissioners.
- Preparation of Financial Statements for Sole traders, Partnership and Limited companies.
- Maintaining Purchase and Sales ledgers.
- Prepare and maintain Cash Receipts and Cheque Payments Books and bank reconciliations on a monthly basis for clients
- Use of various software (Thesaurus Payroll, Relate Accounts Production, Sage Accounts Production, Revenue Online Service, etc.).

#### Qualifications

- Undergraduate students or Graduates in a related field
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Good level of MS Office programs

## The Result

- Gain good knowledge of the day-to-day workings of an accountancy practice
- Be able to carry out many accountancy, bookkeeping, and taxation tasks

Location: **Dublin Ireland**

Start date(s): Rolling start date

To apply: Please email [admin@international-internships.com](mailto:admin@international-internships.com) for an application.

## BIOLOGY: ENVIRONMENTAL CONSERVATION

### ID: ENVCON1

This centre is a national organization that collates, manages and analyses and disseminates data on Ireland's biodiversity. Biodiversity data are a key requirement for understanding our natural surroundings, for tracking change in our environment and for gaining a greater insight to how we benefit from, and impact upon, the ecosystem goods and services provided by biological diversity; a national asset which contributes at least €2.6 billion to the Irish economy each year.

### Duties include but are not limited to:

- Species observation
- Research
- Data collection
- General admin

### Qualifications

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Good level of MS Office programs

Location: **Southeast Ireland**

Start date(s): Rolling start date

## COMPUTER SCIENCE/ IT

### ID: SOCMED1

### Job Responsibilities

- Designs and Develops the applications and websites for strategic needs.
- Works with COO for the project.

- Follows software design, development, and testing methodologies to develop applications.
- Follows IT Governance and processes.
- Adapts to the Industry User Interface and Usability standards.
- Provides design, development, and unit testing deliverables at different phases of project development.
- Collaborate with technical staff to achieve the results on time.
- Works closely with cross functional teams.
- Reviews design, development and quality of the projects.
- Provides status of development efforts

### **Recommendations for Process Improvement:**

#### **Process**

- Aligns the designs to the prioritized IT work.
- Follows the IT standards and methodologies.
- Communicate daily development status to Development Manager.

#### **Communications**

- Escalates the issues with management on time to get proper attention.
- Communicates the status of assigned tasks on daily basis.
- Participate in weekly escalation meetings to debate the issues from Technology perspective.

#### **Performance Measurement**

- Design Deliverables with highest quality and timeliness
- Strong internal partnerships
- Adapting to Process improvements
- Effective communication with IT staff

**Location:** City in West of Ireland

**Start date(s):** Rolling start date

## **CULINARY: PASTRY COMMIS CHEF**

### **ID: COMCHE1**

This group of hotels is a bespoke collection of stylish Irish properties each with its own unique character and design situated in stunning locations across Ireland. The hotels include:

A 5 star hotel in Galway which is the exquisite creation of world renowned milliner Philip Treacy; a 4 star hotel in Galway combining stunning Victorian elegance with modern luxury and style and ideally situated overlooking bustling Eyre Square; an award-winning, 4 star hotel just north of Dublin, located on the banks of the historic River Boyne.

From luxurious rooms and suites, fine dining experiences, world class meeting and event facilities to breathtaking wedding venues. Each hotel offers a quintessentially Irish experience accompanied by the hallmarks of quality and service associated with the hotel group.

**Duties include but are not limited to:**

1. To prepare and produce breads, cakes, canapés, biscuits, pastries, afternoon tea and desserts etc (and any other ad hoc requirements within the baking/pastry area) for service to the standards agreed.
2. To liaise with the Head Pastry Chef in developing new ideas, making suggestions that enhance and improve the quality and products that we offer our guests.
3. To be responsible for ensuring all baking/pastry tasks as required are completed in accordance with the expected standard and in good time.
4. To ensure minimum wastage and maximum quality through effective planning and adherence to the standards laid down.
5. To ensure that any necessary ingredients are ordered and requisitioned in good time in order for you to complete the necessary tasks.
6. To be creative and innovative in sourcing new products/recipes within the baking/pastry section that can add to the overall experience of the guest – making suggestions and liaising with the Head Pastry Chef.
7. To work as part of the baking/pastry team – working together in a helpful, friendly and flexible manner, helping out where necessary, being helped where necessary.
8. To adapt the technical skills and procedure applied to baking and apply these to various other pastry/dessert tasks as needed.
9. To ensure that all equipment, fixtures and fittings are in perfect working order and report any defects to the Head Pastry Chef, or other Senior Chefs on Duty.
10. To be aware of in-house business levels, functions etc and pre-plan and prepare in advance for these events – liaising with the Head Pastry Chef at all times.
11. To comply with the HACCP procedures and practices in relation to ensuring food safety and high standards of hygiene in the kitchen – e.g. completing CCPs, temperature checks, accepting food deliveries and ensuring that they are stored properly.
12. To carry out cleaning duties in accordance with the defined cleaning schedules ensuring that these tasks are completed to the accepted standard – remembering to sign off on duties completed.
13. To adhere to Food Hygiene and HACCP Regulations and monitor any more junior staff to ensure that they do the same.
14. To complete a written handover for the following shift/Head Pastry Chef ensuring that you also receive a written handover when coming on duty – this enhances good communication between chefs in the section which is essential.
15. To comply with the company procedures on requisition goods, completing dockets etc.
16. To carry out ‘hands on’ training with new/junior staff ensuring records are maintained.
17. To monitor the standards of new/junior staff taking corrective action where necessary.

**Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented

- Excellent command of written and spoken in English
- Candidates should be enrolled in culinary college and have some previous experience

**Location:** West of Ireland or North of Dublin Ireland

**Start date(s):** Rolling start date

## ENGINEERING: CIVIL ENGINEERING & ARCHITECTURAL DESIGN

**ID: ENGARC1**

Placement with a multi-disciplinary engineering company. We would be looking for an engineering or architectural student who would be involved in design work during their time with us. We specialize in Building Certification so they would get excellent experience in compliance with Building Regulations specifically fire safety, structural design and accessibility.

The ideal candidate would have good English and would know how to use AutoCAD.

**Location:** City in West of Ireland

**Start date(s):** Rolling start date

## ENGINEERING: MEDICAL DEVICES

**ID: MEDENG1**

This is a young energetic company, our team, as a group and as individuals are dedicated to the concept of continuous improvement. They continually strive to deliver better solutions to our customers. Their aim is develop our product and service offerings, we wish to provide support to caregivers and patients alike through whatever vehicles prove most effective.

They are looking for an Engineering intern. Duties include but are not limited to:

### General Marketing and Administration

- Using SolidWorks to design engineering products
- Drawing manufacturing components for assembly

### Qualifications

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English

- Good level of MS Office programs, CAD and SolidWorks

**Location:** City in West of Ireland

**Start date(s):** Rolling start date

## EVENT MANAGEMENT & MARKETING/ COMMUNICATIONS

### ID: CONADM1

This company is an international leader in knowledge-based products and services targeted at senior executives in the financial services sector. Specialising in retail banking and cards and payments, the Group is expanding its Conference & Events service and is interested in hearing from individuals who have the relevant experience to join the team as Events Administrator/Marketing Assistant in Westport, Co. Mayo, Ireland.

The successful candidate will:

- Assist the Conference Business Manager with the administration of events globally
- Coordinate pre-event reservations, communications, etc. of event attendees, speakers and special guests, as well as staff and on-the ground event managers, accommodations & venue.
- Support overall group marketing operations by compiling, formatting, and reporting information and materials.
- Assist Marketing Manager with on and offline marketing, including but not limited to sourcing leads, creating marketing material, supporting online and social media activities, etc.

The ideal candidate will be able to add value to - and will gain valuable experience in event planning, administration and execution, client relationships, time management, leadership, and communication. A strong work ethic, the ability to meet deadlines and good project management skills are essential. Previous experience in banking/financial services or a related sector is desirable but not essential.

This is a challenging and rewarding position, and will provide the right candidate the opportunity to work with a friendly, growing company Westport, County Mayo, Ireland, voted as the “Best Place to Live in Ireland” by the Irish Times!

**Location:** Medium-sized town (population avg 14,000) in West of Ireland

**Start date(s):** Rolling start date

## GRAPHIC DESIGN

### ID: GRADES1



This print bureau is the only company in Ireland to provide businesses with essential marketing services all under one roof. Our team of graphic designers, printing experts, promotional gifts and digital marketing teams provide businesses with a range of products and services suitable for each stage of their company's development - from launch through to ongoing marketing and brand awareness.

They provide printing, graphic design, web design, digital marketing, promotional gifts and marketing solutions to 70% of the top 1,000 companies in Ireland as well as thousands of SMEs nationwide. They have been in Ireland since 1984, and have become the first port of call for businesses looking for a reliable, innovative and accessible marketing services provider. Every dialogue with their customers starts with an 'Essential Marketing Health Check'. The check takes you through 10 important steps which will allow us to quickly understand your priorities as a business - so we can design an essential marketing solution that's right for you - both on or offline.

This company is a national brand with centres all over Ireland delivering the best essential marketing solutions for Irish businesses.

**Duties include but are not limited to:**

- Graphic design
- Print finishing
- Customer service
- Administration

**Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Candidates should have portfolio of work ready for submission when applying

**Location:** Dublin Ireland

**Start date(s):** Rolling start date

## HEALTHCARE ADMINISTRATION

### ID: HEALTH1

This centre is a progressive peak performance centre which is using cutting edge technology and superior knowledge to effectively empower people to achieve their greatest quality of life and health potential.

It is the only centre in Ireland offering the NeuroInfiniti Stress Response Evaluation. This test measures brain wave, heart rate and five other responses to stress. They can evaluate how a person is dealing with stress on the inside and then offer people choices to change how they respond to stress and to perform at their peak. Services include: Neurologically Based

Chiropractic, Biofeedback, Neurofeedback, Brain Entrainment, Therapeutic Massage, Bars Therapy and Lifestyle Advice and Workshops.

**Duties include but are not limited to:**

- Observation of various treatments
- Participation in select treatments, when agreed with client
- General admin

**Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Good level of MS Office programs

**Location:** Dublin (South) Ireland

**Start date(s):** Rolling start date

## HEALTHCARE ADMINISTRATION

### ID: HEADM1

This company has expanded to as many as 28 clinics across Cork, Dublin, Galway, Kildare, Kilkenny, Limerick, Waterford and Wexford. They are a fresh, innovative and forward thinking private Chartered Physiotherapy provider.

They focus on providing exceptional clinical excellence and great customer service to their patients. They offer a range of expert services to our patients and their Chartered Physiotherapists engage in continual evidence-based education programmes in order to remain at the top of their profession, so you can be assured of high quality care.

All of their Physiotherapists are Chartered, which means they are either Members of the Irish regulatory body for Physiotherapy – the ISCP, or the UK regulatory body for Physiotherapy – the CSP. Their physios regularly partake in internal and recognised external professional development courses to further their knowledge, expand their skill set and expertise, and meet training guidelines set down by The Physio Company.

Duties include but are not limited to:

**General Marketing and Administration**

- They will be responsible for patient information, processing/scanning and uploading medical documents, providing information on services and appointments.

- Ad hoc project work for HR and other departments and occasionally clinical administration on site at one of our locations.
- The administration intern will be observing work on the switch for the company.
- If appropriate the admin intern can take calls, and make appointments for the primary care services we offer.

### **Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Good level of MS Office programs

**Location:** Dublin Ireland

**Start date(s):** Rolling start date

## **HEALTHCARE ADMINISTRATION**

### **ID: HEAADM2**

This institution was founded in 1994 and is a not-for-profit, charitable organization that exists to promote quality and safety improvement throughout the Irish health service. It currently has in excess of eight hundred members nationwide.

This membership base is interdisciplinary, spread across all geographic areas within the country and includes public, voluntary and private sector representation. These are people who believe in the benefits of networking and sharing information and best practice in healthcare.

### **Duties include but are not limited to:**

- Healthcare Administration
- Marketing
- Research in health services, quality, and safety
- Data collection

### **Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Candidates should have musical ability
- A very strong preference is for candidates who can play classical instrument

**Location:** Northern County Dublin Ireland

**Start date(s):** Rolling start date

## HEALTHCARE: PHYSIOTHERAPY

### ID: PHYSIO1

This company has expanded to as many as 28 clinics across Cork, Dublin, Galway, Kildare, Kilkenny, Limerick, Waterford and Wexford. They are a fresh, innovative and forward thinking private Chartered Physiotherapy provider.

They focus on providing exceptional clinical excellence and great customer service to their patients. They offer a range of expert services to our patients and their Chartered Physiotherapists engage in continual evidence-based education programmes in order to remain at the top of their profession, so you can be assured of high quality care.

All of their Physiotherapists are Chartered, which means they are either Members of the Irish regulatory body for Physiotherapy – the ISCP, or the UK regulatory body for Physiotherapy – the CSP. Their physios regularly partake in internal and recognised external professional development courses to further their knowledge, expand their skill set and expertise, and meet training guidelines set down by The Physio Company.

#### **Duties include but are not limited to:**

- Assist clients in their treatments programmes to achieve the goals set for them as specified by the Physiotherapist.
- Preparation of clients for therapy
- Setting up equipment
- Instruct client in exercise therapy and in use of mobility aids
- Offering encouragement to clients
- Monitor progress of clients and reporting to the physiotherapist
- Administrative duties
- Keeping work areas clean and tidy

#### **Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Good level of MS Office programs

**Location:** Dublin Ireland

**Start date(s):** Rolling start date

## HEALTHCARE: PHYSIOTHERAPY

### ID: PHYSIO2

This organisation provides free services to children and adults with disabilities and their families from 40 locations in 14 counties. Covering childhood to adulthood their expert teams work with the individual and their family on a plan for each life stage.

Their services for children and their families cover all aspects of a child's physical, educational, and social development from early infancy through adolescence. For adults they offer a range of services covering personal development, independent living, supported employment, social and leisure activities.

The demand for their services continues to increase throughout Ireland. They have set the challenging goal of meeting these needs by providing a full range of high quality services, and expanding into local communities.

#### **Duties include but are not limited to:**

- Assist clients in their treatments programmes to achieve the goals set for them as specified by the Physiotherapist.
- Preparation of clients for therapy
- Setting up equipment
- Instruct client in exercise therapy and in use of mobility aids
- Offering encouragement to clients
- Monitor progress of clients and reporting to the physiotherapist
- Administrative duties
- Keeping work areas clean and tidy

#### **Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Good level of MS Office programs

**Location:** Dublin Ireland

**Start date(s):** Rolling start date

## HEALTHCARE: PHYSIOTHERAPY

### ID: PHYSIO3

This group is the only national organization providing information, support and advocacy services to the MS community. We work with people with MS, their families and carers and a range of key stakeholders including health professionals, students and other interested in or concerned about MS to ensure that we meet our goals.

This is chiefly a service driven organization, focused on providing timely, person-centered services that create independence and choice for person with MS and their family.

**Duties include but are not limited to:**

- Assist clients in their treatments programmes to achieve the goals set for them as specified by the Physiotherapist.
- Preparation of clients for therapy
- Setting up equipment
- Instruct client in exercise therapy and in use of mobility aids
- Offering encouragement to clients
- Monitor progress of clients and reporting to the physiotherapist
- Administrative duties
- Keeping work areas clean and tidy

**Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Good level of MS Office programs

**Location:** Dublin Ireland

**Start date(s):** Rolling start date

## HORTICULTURE

### ID: HORTICULTURE1

This is a family run business in a beautiful Georgian setting with over 30 years experience in growing and selling a huge range of garden products

Students will rotate through the centre's various garden areas on a daily basis assisting with garden maintenance tasks, including but not limited to: propagation (seed), pricking out seedlings, potting, lining out, merchandising, arranging etc.

Garden maintenance will comprise at least 90% of a student's activities. In addition, interns gain valuable hands on experience working with volunteers and learning specific gardening

techniques from garden staff. Interns may complete a project related to their particular field of study or one of specific need of the Gardens.

Students will be expected to showcase a professional, friendly, and helpful attitude when engaging guests while completing garden tasks in a timely and quality manner. Students are expected to work in all tolerable weather conditions. Students should be in good physical health and be able to lift at least 50 pounds.

The intern will advance his/her horticulture skills in a public garden setting and should be amenable to the following requests:

- Available Monday – Friday & occasional weekend duties
- Willingness to work in adverse weather conditions
- Assist with Horticulture programs as necessary
- Work with Horticulture staff to maintain garden areas while learning more on the gardens collections
- Assist centre staff with special events as necessary

**Location:** City in West of Ireland

**Start date(s):** Rolling start date

## HOSPITALITY/TOURISM

### ID: HOSPITALITY1

This group of hotels is a bespoke collection of stylish Irish properties each with its own unique character and design situated in stunning locations across Ireland. The hotels include:

A 5 star hotel in Galway which is the exquisite creation of world renowned milliner Philip Treacy;

a 4 star hotel in Galway combining stunning Victorian elegance with modern luxury and style and ideally situated overlooking bustling Eyre Square; an award-winning, 4 star hotel just north of Dublin, located on the banks of the historic River Boyne.

From luxurious rooms and suites, fine dining experiences, world class meeting and event facilities to breath-taking wedding venues. Each hotel offers a quintessentially Irish experience accompanied by the hallmarks of quality and service associated with the hotel group.

#### **Duties include but are not limited to:**

- Experience will be gained in each area of the hotel
  - Housekeeping
  - Reservations
  - Back office

- Food service

### **Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Candidates should be enrolled in hospitality management course with some previous experience required

**Location:** West of Ireland or North of Dublin Ireland

**Start date(s):** Rolling start date

## **HOSPITALITY/TOURISM**

### **ID: HOSPITALITY2**

This group hotel is a boutique hotel located in the centre of one of Ireland's most treasured towns on the West coast. The hotel has 55 rooms, and is the only dog-friendly hotel in the area with one dedicated dog family room. The hotel has a casual restaurant, pub, and event rooms. If you are looking for a true Irish experience, you'll find it here.

### **Duties include but are not limited to:**

- Experience will be gained in each area of the hotel
  - Housekeeping
  - Reservations
  - Back office
  - Food service

### **Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Candidates should be enrolled in hospitality management course with some previous experience required

**Location:** West of Ireland Ireland

**Start date(s):** Rolling start date

## **HUMAN RESOURCES**



## **ID: HUMAN1**

### **The Opportunity**

This role of this Internship is to support the department manager in the end-to-end process of the Contract Services Department hiring process.

This role provides highly ambitious and motivated candidates with the opportunity to become a key part of an established team in fast paced company working in the Pharmaceutical and Biotech sector. Learning outcomes of the internship will include learning new software systems ATS and CRM, exposure to digital marketing and mentoring from a dynamic team of colleagues and management.

### **The Role**

- Updating and managing all candidate and client activity through an Applicant Tracking System and CRM
- Advertise and create push campaigns across multiple platforms to attract new candidates
- Preparing and formatting candidate biographies
- Preparing and sending requests for feedback to clients
- Assist in creating job postings
- Compile weekly metrics
- Marketing
- Liaise closely with our sales and client engagement team
- Create an exceptional candidate experience: every interaction with candidates promotes the Team Horizon brand
- Assist with scheduling candidates for interviews
- Create materials for candidate interviews
- Any other duties assigned by your manager

### **The Person**

- Strong communication skills, both written and oral;
- Demonstrated ability to work on own initiative and as part of a wider team;
- Ability to thrive in a fast paced and dynamic working environment;
- Strong administration skills with strong working knowledge of MS Office packages (Word, Excel and PowerPoint);
- High levels of professionalism and integrity;

## **MARKETING: DIGITAL MARKETING**

### **ID: EDUMAR1**

Ireland's largest online education company and we have just launched in the UK and international markets.

The candidate would be working on SEO campaigns online marketing and social media. The

candidate would receive excellent experience in online and digital marketing.

The ideal candidate would have excellent English and excellent knowledge of the internet space.

**Location:** City in West of Ireland

**Start date(s):** Rolling start date

## MARKETING: DIGITAL MARKETING

**ID: SALMAR1**

### **Job Specification:**

Person required would assist in marketing and administration for a professional services company throughout Ireland and Europe. The role will have a mix of administration and sales and marketing support activities.

### **The role will include but will not be limited to the following:**

- Supporting 3 people in the function
- Assisting with the creation and support of offline events
- Assistance with the roll out of specific marketing and PR campaigns including online newsletters, polls, press releases and competitions
- Identifying and entering relevant Industry Awards
- Update Social Media
- business development
- networking
- sales and existing database of customers
- Accessing the prior year's marketing activities and developing/implementing marketing plan for 2011
- SWOT analysis of existing plans
- Review of current marketing activities
- Customer and market analysis
- Cost benefit analysis of marketing activities
- Develop and implement advertising campaigns and direct marketing campaigns

### **The Ideal Candidate will have:**

- 1-2 years experience in a sales and marketing function
- Excellent computer literacy
- Appreciation for good design
- A 3rd level qualification in Marketing would be a distinct advantage
- Excellent presentation, communication and interpersonal skills as you will be representing the brand at events
- An ability to get things done
- Experience in presales or telesales an advantage

- Excellent Computer skills knowledge of Office
- Database management
- Internet familiarity especially social media
- Fluency in English
- Personal characteristics: Trustworthy, good people skills.

**Participants will gain experience in:**

- Marketing and building a business across Europe.
- Building and managing customer databases, managing mailshots.
- Customer Service, dealing with and solving customer queries.
- Manufacturing and assembling personalised books.
- Communicating with customers, taking orders over the phone.
- Customer relationship management
- Marketing
- Web Site
- Business Development
- Social Media

## MARKETING: DIGITAL MARKETING & COMMUNICATIONS

### ID: MARKETING1

This company is an international leader in knowledge-based products and services targeted at senior executives in the financial services sector. Specialising in retail banking and cards and payments, the Group is expanding its Insights and News service and is interested in hearing from individuals who have the relevant experience to join the team as **Digital Marketing Intern** in Westport, Co. Mayo, Ireland.

**The successful candidate will be trained in:**

- Create and co-ordinate email marketing campaigns
- Update social media channels
- Promote and co-ordinate webinars
- Update websites

This is an exciting opportunity for someone looking to learn about digital marketing in a busy global business.

Based in our Westport office, the position would suit an energetic, motivated individual with exceptional organizational, communications and writing skills. Previous marketing experience in a publishing or knowledge-based sector would be advantageous.

The position is a junior position and would suit a person with good administration skills and an interest in digital marketing.

**Location:**                      **Medium-sized town (population avg 14,000) in West of Ireland**

**Start date(s):** Rolling start date

## MARKETING: DIGITAL MARKETING & ECOMMERCE

### ID: DIGMAR1

**Company profile:** This is a start-up online marketplace where people can shop at local businesses online. An eCommerce platform takes the hassle out of online retailing for the retailer who doesn't have the time or finances to set up their own online shopping website.

#### What the intern will gain:

- Practical experience in Digital Marketing in the following online media – Wordpress, Facebook, Twitter, Pinterest, Instagram, LinkedIn, Google Advertising.
- Experience in managing all aspects of online advertising & Social Media Platforms
- Experience in creating & research relevant content to publish across these media platforms.
- Customer service and operational skills from the perspective of both buyer and seller

#### What is required from the intern:

- Online marketing knowledge – someone who wishes to kick-start their career in the online world.
- Organized, enthusiastic, motivated, and be able to work independently with instruction.

#### Tasks include by are not limited to:

- Online Research
- Monitoring and reporting traffic
- Drafting Marketing Material
- Generating Online Marketing Ideas
- Blogging
- Update Twitter, Facebook and other relevant social platforms
- Adding web content to Content Management Systems.
- Creating Content Calendar

**Location:** Medium-sized town (population avg 14,000) in West of Ireland

**Start date(s):** Rolling start date

## MARKETING: DIGITAL MARKETING & PRODUCT MANAGEMENT

### ID: MARKETING2

#### Job Responsibilities

- Contribute to execution of online sales activities, such as promotional marketing, newsletters.

- Provide event management for offline site events.
- Identify potential online and offline advertising targets.
- Provide copy of advertising campaigns.
- Collaborate with Product Managers to compile KPI metrics on a monthly basis and as needed.
- Assist with customer surveys and/or focus groups to ensure customer satisfaction is met or exceeded.

### **Performance Measurement**

- Successful implementation of online and offline sales and marketing activities
- Contribution towards market share growth of designated site
- Contribution towards revenue growth of designated site
- Contribution towards increased strategic partnership, sponsors and affiliates of designated site
- Contribution towards improved customer satisfaction with designated site

**Location:** City in West of Ireland

**Start date(s):** Rolling start date

## **MARKETING: ENTREPRENEURSHIP & STARTUP**

### **ID: ENTREP1**

This company is an innovation hub works with startup companies to help them grow and scale for export markets. The iHub runs a new Business Educational Network; it provides knowledge from local, national and international experts on pertinent business topics.

There are two aspects to this business; the online business video casts and the live meetings. Both of them demonstrating that location is not a barrier to connecting with business and getting the best advice for your business.

The Video Casts which are free to view, cover a wide range of topics such as Employment Law, Crowdfunding, Resilience, Intellectual Property, Doing Business in the Middle East, UK Supports for Entrepreneurs.

The live meetings are where you get to interact and connect with other business and experienced entrepreneurs in person or through video conferencing software. You get to ask questions specific to your business.

The successful intern will gain valuable experience in the broad areas of Entrepreneurship and Innovation in a dynamic and progressive environment.

- This Internship will offer the successful applicant a deep understanding of the new start-up enterprise landscape, agency supports for these start-ups.
- The Intern will also develop and implement Marketing Strategies and build capability managing Social Media Campaigns to deliver results.
- The Intern will also help to plan and run events.
- The role would suit an Intern looking to gain real-world experience of Marketing in particular Online Marketing.

You will have excellent communication skills, attention to detail and can demonstrate the ability to prioritise and complete activities within demanding time frames.

**Duties Include:**

- Online Research
- Drafting Marketing Material
- Working with IT Services to catalogue marketing images and video content for the Inc60 website
- Hosting Inc60 Events
- Sourcing new Speakers (esp international speakers)
- Blogging
- Generating Marketing Idea
- Updating Twitter, Facebook and other relevant social platforms
- Adding web content
- PR

**What you will Learn**

- How to develop and implement Marketing Plans
- How to improve your communication and presentation skills
- How to help create and design marketing materials for the Hubs
- The importance of developing and maintaining client relationships
- How to develop and maintain databases
- How to plan and run small and large events
- How to communicate and work within a large educational institute.

**Personal Requirements:**

- Warm Outgoing Personality
- Willingness to learn and develop
- Excellent Communication Skills
- Well Presented and Organisational Skills
- Fluent English
- Ability to Multi - task in a busy environment
- Ability to work in a team and under own initiative with a strong attention to detail

Working week is generally Monday to Friday. Hours are generally 9.30am to 5pm.

**Location:**                    **City in West of Ireland**

**Start date(s):** Rolling start date

## MARKETING: MARKET RESEARCH

### ID: SOCENT1

This group works at local and national levels, bringing together learners to share and learn together, at all stages of personal and organisational growth.

With a successful track record in Scotland, they are now replicating internationally as a social franchise.

#### **Phase 1**

- Induction and familiarisation with organisation and project.
- 1-2 week induction to meet all members of Academy team to familiarise intern with the different roles and functions within the organisation.
- Attend Academy programme to experience learning methodology and enhance understanding of social enterprise and our learners (beneficiaries).
- Development of work plan to ensure completion of project within given time scale.
- Needs assessment to identify which data are required for potential locations to ensure a useful and coherent baseline data set, support web optimisation and to ensure that suitable funding streams will be identified.
- Involvement in mini projects to support the day to day running of the Academy. These will be based on needs at the time but will not interfere with the completion of the project and will enhance the interns skills and understanding of the organisation.
- Phase 1 review to assess both intern and supervisors satisfaction with progress and plan for project, to review any issues, support or training needs and to set specific targets for phase 2.

#### **Phase 2**

- Collation and analysis of baseline data and identification of potential funding streams for potential hub locations.
- Collation and analysis of identified baseline data for potential hub locations to both create a cohesive dataset but also to identify any potential opportunities or threats in the international markets.
- Research on potential funding streams for potential hub locations or more general funding streams which could be used to enable the Academy to support pilot phases and set up in any location.
- Research and compile data to support web optimisation in new hub regions to enable greater market penetration.
- Involvement in mini projects where required (see above).
- Taking part in more Academy training if required, informal project related training with Academy staff members.

- Phase 2 review to assess intern and supervisors satisfaction with projects progress, to review any issues, and set targets for final phase.

### **Phase 3**

- Creation/refresh of systems for monitoring, analysing and managing market data and review of project.
- Develop/refresh processes, systems and tools for ongoing collation and analysis of market, web and funder data and present and train key members of staff.
- Involvement in mini projects where required (see above).
- Final project review to assess what intern has learnt and gained from the project and what the Academy can learn to improve the experience for future interns.

### **Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Must hold or be willing to obtain UK internship visa

**Location:**                    **Edinburgh Scotland**

**Start date(s):**            Rolling start date

## **MUSEUM: IRISH HISTORY**

### **ID: MUSEUM1**

Rural museum that is home to the national collection of objects representing the traditional way of life in Ireland since 1850.

### **Duties include but are not limited to:**

- Assist in implementing the event programme.
- Carry out various administrative duties required to put the programme in place.
- Assist the Co-ordinator in submitting the Event license application.
- Assist in implementing the event Marketing Strategy in conjunction with the event Steering Committee.
- Assist in communicating various aspects of the programme to Museum staff.
- Assist in implementing a targeted PR & social media strategy.
- Co-ordinate the staffing and volunteer programme, in consultation with the Project Co-ordinator
- Assist the Project Co-ordinator in liaising with event participants and stakeholders.
- Co-ordinate all event signage (particularly on-site signs).
- Liaise with other Museum staff, where necessary, regarding other elements of the Feile na Tuaithe programme (ON SIGHT art installations).



- Carry out all aspects of administration & event documentation work as requested by the Project Co-ordinator

### Qualifications

- Undergraduate students (3rd or 4th year) of arts management, cultural studies, museum studies, marketing, history or similar
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Good level of MS Office programs

**Location:** Rural western Ireland

**Start date(s):** Rolling start date

## MUSEUM: IRISH HISTORY AND CULTURE

### ID: MUSEUM2

This museum was launched in 2011 with a public appeal for historic objects. The response to that appeal illustrates the generosity of the Irish people: today there are over 5,000 artefacts in the collection.

Named as “Dublin’s best museum experience” by the *Irish Times*, the museum has been nominated for the European Museum of the Year Awards and has just been granted full charitable status.

Their goal is not to sell an ideology but simply to remember the past.

### Duties include but are not limited to:

- Exhibit design and execution
- Data collection
- Research
- General admin

### Qualifications

- Undergraduate students (3rd or 4th year) of arts management, cultural studies, museum studies, marketing, history or similar
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Good level of MS Office programs

**Location:** Dublin Ireland

**Start date(s):** Rolling start date

## PERFORMING ARTS: MUSIC

### ID: PERART1

This institution is a home of musical excellence and dynamism, a place of teaching and learning which consistently achieves its objective of transmitting and maintaining the highest standards of performance and appreciation in all musical disciplines. Founded in 1848 it is Ireland's oldest musical institution.

As a national thirty-two county institution, it embodies and reflects the traditions and heritage of Irish musicianship. The teaching staff includes many international and national prize-winners, members of the National Symphony Orchestra of Ireland and the RTÉ Concert Orchestra and many individuals whose names have become synonymous with music education in Ireland.

#### **Duties include but are not limited to:**

- Participation in master classes and concerts
- Administration
- Marketing
- Invigilator of exams

#### **Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Candidates should have musical ability
- A very strong preference is for candidates who can play classical instrument

**Location:** Dublin Ireland

**Start date(s):** Rolling start date

## PUBLIC RELATIONS

### ID: PUBREL1

This company is a communications consultancy which provides strategic cross platform media solutions to clients from all sectors. Their services include PR, Advertising, Digital and Social Media solutions, Video and Audio Production, Media Training and Event Management.

Located just minutes from St. Stephen's Green in Dublin's city centre, the consultancy has a fully equipped broadcast studio on-site which allows them to provide media training and presentation training courses, produce radio ads, produce videos and podcasts and also provide recording, narration and voice over facilities.

They have a vacancy for an extremely motivated intern who would embrace the opportunity to secure valuable work experience in a very busy agency environment.

The intern would join their very tight knit team of eight passionate professionals and work on a diverse portfolio of corporate and consumer clients.

### **Key Responsibilities:**

- Working with internal mentor to work on developing following skills:
  - Writing exercises including press releases, diary notices and photoshoot notices
  - Compiling media lists
  - Engaging in media ring-rounds for clients
  - Contributing to regular brainstorming sessions for creative ideas for clients
  - PR / Advertising Cost Comparison compilations
- Daily news clippings – mounting, scanning and mailing to clients, filing
- Filing newspapers and magazines
- Setting up boardroom for meetings and training requirements
- Newspaper collection each morning
- Media monitoring, as required
- Answering telephone, greeting guests etc
- Binding client coverage books / training books
- Assisting at external events, such as photoshoots etc, as required
- Other administration and ad-hoc duties as required

### **Work Hours:**

- Monday to Friday - 9am to 5.30pm
- Lunch time - 1 to 2 pm

### **Interested candidates should:**

- Have a **primary qualification** in a PR, advertising or marketing related discipline
- Be **genuinely interested** in PR, advertising, marketing and audio / video production
- Have **an excellent eye for detail**
- Be prepared to **go the extra mile**
- Possess **a hardworking and professional work ethic**
- Very strong **verbal, written and aural communications** skills
- Ability to **work independently within a team environment**

**Location:**                      **Dublin Ireland**

**Start date(s):** Rolling start date

## SOCIAL WORK

**ID: SOCWOR2**

The centre is part of a support network working with Family Resource Centres (FRCs) throughout Ireland. The aim of the network is to represent the views of all Family Resource Centres nationally and provide practical support to Family Resource Centres involved in family support and social inclusion initiatives.

The aim of the Family Resource Centre programme is to combat disadvantage and improve the functioning of the family unit. The programme emphasizes involving local communities in tackling the problems they face, and creating successful partnerships between voluntary and statutory agencies at community level. FRCs involve people from marginalized groups and areas of disadvantage at all levels, including on their Voluntary Management Committees.

Key services provided by FRCs include:

- The provision of family support, information and advice at local level.
- Practical assistance to community groups (such as training, information, advice and use of shared facilities).
- Education courses and training opportunities.
- Childcare facilities for those attending courses provided by the programme.
- After-school clubs.

**Duties include but are not limited to:**

- Project work
- Social media
- Administration
- Program development

**Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English

**Location:** West of Ireland Ireland

**Start date(s):** Rolling start date

## SOCIAL WORK/PSYCHOLOGY

**ID: SOCWOR1**

This is a community based Counselling Service in the heart of Ballyfermot, Dublin, Ireland. We offer a confidential and caring service, with Counsellors who are trained to national standards. Their counselling is available to all - Male, female, young, old, people of any faith or no faith. Counsellors are trained in various modalities of counselling including Psychodynamic, Person Centred, Cognitive Behavioural and Integrative Therapy. Some of their Counsellors have been accredited for many years and others are still engaging in the final stages of their training and accreditation. They try to help people who cannot afford regular counsellor costs and chat through what is affordable at the assessment consultation.

Their underlying ethos is a Christian one, which means that they value each client as a person of worth and value and seeks to offer a caring and supportive space for recovery, self-discovery and growth. All of us have incredible potential and have been created live life to the full -body, soul and spirit.

They also offer Therapeutic Play to 4-10 year olds and a small service to pre-teens and teenagers. Young children can really benefit from having a one to one therapeutic play session with a trained play therapist, when they are struggling with loss and bereavement, parental separation, stress or issues at home or school.

They have several therapists who are specially trained to work with pre-teens and teenagers who are struggling with loss, peer pressure, anxiety and other issues.

**Duties include but are not limited to:**

- Some group counselling observation, with client agreement
- Project work
- Social media
- Administration

**Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English

**Location:** West of Ireland Ireland

**Start date(s):** Rolling start date

**SPORTS MANAGEMENT & MARKETING**

**ID: SPOMAN1**

This Association is the national governing body for the leading female sport in Ireland. At present there are 550 clubs in Ireland with over 1000,000 plus members. The sport the fastest female field sport in the world and is also played internationally in Australia, Europe, Asia and North America. The Association was established in 1904 and is one of Ireland's oldest female sports organizations.

**Duties include but are not limited to:**

- Gain coaching experience with development team staff
- Administration of All-Ireland ticket promotion activities
- Social media marketing activities
- Database management (Access)
- Event management at launches, matches, etc.

**Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Good level of MS Office programs

**Location:** Dublin Ireland

**Start date(s):** Rolling start date

## SPORTS MANAGEMENT & MARKETING

### ID: SPOMAN2

This group is one of the four professional provincial rugby teams from the island of Ireland. They compete in the Pro12 and the Rugby Challenge Cup. The team represents the IRFU Connacht Branch, which is one of four primary branches of the IRFU, and is responsible for rugby union throughout the geographical Irish province of Connacht.

They play home games at the Galway Sportsgrounds, which normally holds 7,500 spectators, though is expandable to 9,500 for important games.

**Duties include but are not limited to:**

- Gain coaching experience with development team staff
- Administration of All-Ireland ticket promotion activities
- Social media marketing activities
- Database management (Access)
- Event management at launches, matches, etc.

**Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Good level of MS Office programs

**Location:** Galway Ireland

**Start date(s):** Rolling start date

## SPORTS MANAGEMENT: DISABILITY SERVICES

### ID: SPOHEA1

This organisation is the national governing body (NGB) in Ireland for sport for people with physical disability. They promote sport and recreation through clubs, resource centres, schools and its flagship accessible gym facility in north Dublin. They cater for all individuals with a physical disability who seek to fulfil their ambition of partaking in sport at a level of their choice. They also support high performance athletes in reaching their full potential at both National and International Standard. Our high performance athletes represent Ireland at European Championships, World Championships and Paralympic Games. They are heavily involved with the Paralympic Council of Ireland.

#### **Overall Purpose of Job:**

To assist staff with the promotion of inclusive sports within our working spectrum.

#### **Job Description:**

- Assisting staff supervise the gym floor
- Work with existing staff in providing a full range of service to members
- Program design and implementation
- Assisting elite Paralympics athletes with personalized programs
- Development and delivery of structured inclusive activities and classes
- Assisting administration offices with preparing for a variety of sporting events
- Assisting with games and activity supervision in our sports hall
- Setup for sporting events; hall/alternative venue
- Building maintenance- equipment, cleaning & variety
- To promote a wide range of inclusive, accessible activities for all where possible
- To ensure all of the organisation's policies and procedures are upheld

#### **Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented

- Excellent command of written and spoken in English
- Good level of MS Office programs

**Location:** Dublin Ireland

**Start date(s):** Rolling start date

## SPORTS SCIENCE & DIGITAL MEDIA

**ID:** *SPORTSCI1*

### **The Opportunity**

Based in our city centre office, you will be working with our content team in the development of a new and innovative health and wellness platform. This exciting new product scheduled is for release in Q4 of 2017.

The aim of this innovative programme is to educate our clients on how to create long term sustainable lifestyle habits across every aspect of their lives, from physical activity, to nutrition as well as mental health. As a content developer, you will be working with our team of health and wellness experts as well as our in-house marketing and technology teams in creating evidence based, and progressive programmes, while working in a fast-paced environment. The ideal candidate will be passionate about the health and wellness of people from all walks of life, at every level, from those who simply want (or need!) to get more active, to those who want to take their wellbeing to the next level.

### **Responsibilities:**

- Excellent understanding of the relationship between all aspects of wellbeing from mental health and nutrition right through to fitness and physical health.
- Develop progressive, time based programmes which will allow people, of all fitness levels, to move seamlessly from one wellness objective to the next.
- Work closely with content team on the creation of measurable eLearning streams consisting of videos, workbooks, blogs, journals, recipes and other content as required.
- Collaborate with wellness experts in other fields to create a best in class experience for participants, specific to their needs.
- Ensure safe participation, as well as effective performance for all participants

### **Requirements:**

- Solid knowledge of the latest Sports science technologies
- Effective communication skills and highly developed relational and interpersonal skills.
- A self-motivated and directed individual who loves working as part of a team.
- Excellent analytical skills with a good problem-solving attitude
- Knowledge of video production basics as well as eLearning platforms an advantage.



- Working towards BSc degree in Sport Science or relevant field / QQI Level 8 or above

**Start Date:** Rolling Start Date

## TOURISM ADMINISTRATION

### ID: TOURISM1

This company has been providing luxury inter-city coach travel in Ireland since 2003.

Their distinctive blue and yellow liveried coaches have become synonymous with high quality, reliable and affordable coach travel. The company has expanded its network of routes over the years and now operates high frequency express services linking Ireland's major cities, towns and airports.

Based in Galway, they operate six main routes offering 100 daily departures. They offer Express services from Galway to Dublin City and Dublin Airport, Express services from Galway to Limerick, Cork City & Cork Airport, Express services from Limerick to Dublin Airport, Commuter services from Galway to Athlone/ Dublin City & Dublin Airport and Commuter services from Galway to Clifden.

#### **Duties include but are not limited to:**

- To proactively deliver an excellent standard of customer service at all times. To use initiative and problem solving skills with customer issues to ensure a positive outcome is achieved
- To effectively communicate information to our customers.
- To proactively provide support and assistance to customers, colleagues and drivers.
- To liaise with colleagues throughout the business regarding service updates.
- To provide administrative and marketing assistance, including the preparation of meeting packs and mail shots, both by email and post.

#### **Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English

**Location:** West of Ireland Ireland

**Start date(s):** Rolling start date

## VETERINARY SCIENCE

### ID: VETSCI1

This is a state of the art Vet Clinic opened in June 2014, in the heart of Cork City, providing the best care, services, and specialist supplies for your pet. Pets are their passion and business.

**Duties include but are not limited to:**

- Animal care
- Administration
- Sanitization
- Customer service

**Qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English

**Location:** Cork Ireland

**Start date(s):** Rolling start date

## WEB DESIGN & DIGITAL MARKETING

### ID: WEBDESIGN1

This is a small but mighty environmental engineering group that works providing sustainable and feasible solutions and plays a leading role in-putting these solutions into practice. They deliver high quality services to our clients, fully balancing their specific environmental and economic needs.

They provide professional advice on legislative, financial, technical and procurement aspects of all projects.

They are looking for a Website Design and Social Media intern. Duties include but are not limited to:

- Redesign and refresh current website based on input from Managing Director
- Assisting with marketing campaigns and social media
- Ad hoc marketing and administration duties as required

**Basic qualifications**

- Undergraduate students (3rd or 4th year)
- Preferably has a prior internship experience
- Team player with strong communication skills
- Eager to learn and result oriented
- Excellent command of written and spoken in English
- Good level of MS Office programs
- Experience with HTML/Web design programs

- Portfolio of work would be an advantage

**Location:** City in mid-Ireland

**Start date(s):** Rolling start date