

Emerald Institute

The company

Location	Dublin, Ireland
Type of business	Education - English Language School
Job function	Marketing & Sales

Trainee's profile

Languages required	Certified level of English pre-advanced (CEFR C1). Additional European language desirable but not a requirement.
Faculty	Business/Marketing
Computer skills	Intermediate/advanced knowledge of Micro-soft Office
Required skills	Communication skills, ability to deal with client's enquiries and requests, good written English and Italian. Attention to detail essential, ability to follow-up and work under pressure.

Job description

Job content

- Dealing with general enquiries via email, telephone and social media in English and Italian, relevant booking requests and quotations
- Update of the agent database
- Update of the newsletter database
- Maintenance and update of the website and agents' area, with a focus on the Italian version of the website
- Assistance in preparing for sales & marketing trips, and help with subsequent follow-up and data entry
- Dealing with requests for promotional materials
- General administrative support

Notes

The candidate will be offered a free English language course at Emerald Cultural Institute in the mornings, from 9am to 1.20pm. The candidate will work from 2.15pm to 6pm in the administration office. We offer the possibility to book host family accommodation for part or all of thej internship at a cost of €195 per week (half-board).