



Sample Internship Positions - Ireland

This list includes some examples of internship tasks at placements in Dublin, Ireland. Future placements are not restricted to these responsibilities/tasks nor can placements with these precise descriptions be guaranteed.

Information Technology Placement Responsibilities:

- Assist with web services
- N-Tier applications
- Among others, work with: HTML/CSS/Bootstrap/Javascript/AJAX/jQuery/C# etc.
- HTML/Javascript single page application pattern
- Support existing software applications
- Write/maintain programming documentation and user manuals
- Analyze performance of programs and troubleshoot issues
- Review and update CRM systems
- Write codes for applications, interface, websites and smartphones
- Write codes for reporting of data and business intelligence
- Test operability of PCs, laptops, servers, electronics
- Hardware specification investigations
- Upgrade Hardware specifications

Business Placement Responsibilities:

- Provide administrative and secretarial support for a company department
- Maintain good filing and retrieval system
- Process and facilitate the collation and presentation of data
- Liaise with staff in other departments on special projects
- Interact with clients when database cleansing
- Ensure all branch administration is compliant with the company's quality standards
- Bring a strong work ethic, team focus, and organizational skills to the workplace

Marketing/Media Communications Placement Responsibilities:

- Organization and management of event campaigns including owned events, exhibitions etc.
- Plan and execute PR calendar in collaboration with marketing team and management team
- Take ownership of direct, referral and brand search traffic benchmarks to websites
- Use initiative and creative thinking to propose activities to the wider marketing team
- Collaborate with marketing team to shape digital strategy in becoming a global leader in unified communication
- Generate appointments by means of email, phone, social media, and networking
- Day-to Day syndication of campaign content via social media and forums
- Monitor results and analytics regularly to optimize online presence
- Increase brand awareness/brand development

Tourism/Hospitality Placement Responsibilities:

- Reply to email and phone inquiries
- Prepare daily reports and handle reservations, routing details and payment information
- Ensure routing and payment details are correct
- Ensure no show and late cancellations for hotels are posted
- Assist with commission invoices and handle payment details
- Assist with group reservations
- Issue contracts, print and file handovers and related paperwork
- Print group cover sheets and prepare files
- Update client databases and email marketing system to assist with e-marketing
- Develop calendar with interesting and creative events and activities including social media and newsletter promotions