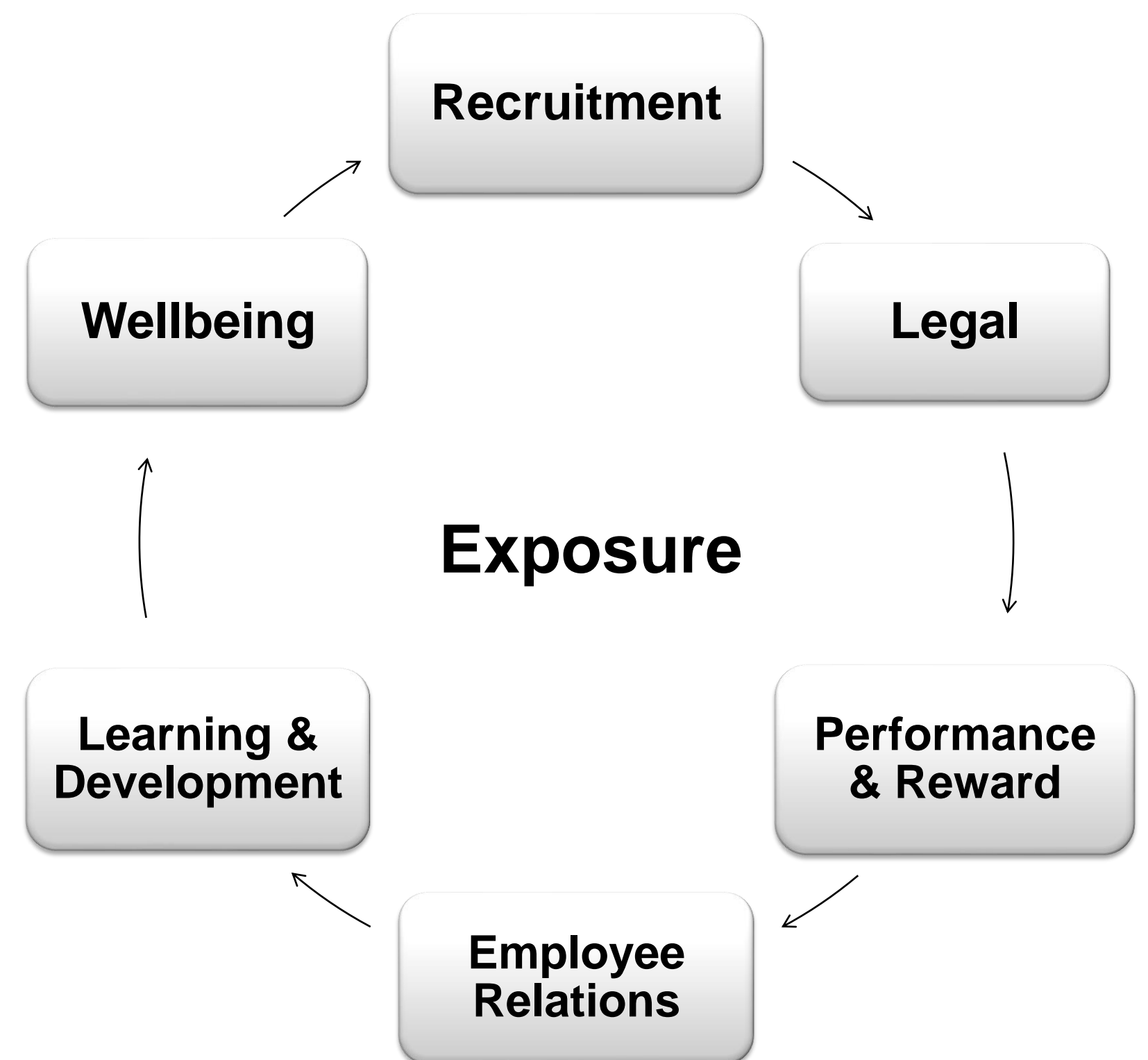# "Airport Management, Travel Retailing & Aviation Consultancy"

Ruth Barker
(BA) Human Resource Management
Work Placement Internship

About us:
- Dublin Airport welcomed a total of 32.9 million passengers during 2019, setting a new record for traffic at the airport
- daa is a global airport and travel retail group with businesses in 13 countries. We are owned by the Irish State and headquartered at Dublin Airport
- We operate & manage Irelands international Dublin and Cork Airports
- Operations and investments in Cyprus, Germany & Saudi Arabia
- The Group employs 3,500 people at its Irish airports and has a further 800 people working for its international businesses
- Offering exclusive staff locations with free refreshments & subsidies for lunch deals

Exposure

- Recruitment
- Legal
- Performance & Reward
- Employee Relations
- Learning & Development
- Wellbeing

Opportunities:
- Graduate Programme Entrance
- Further Courses i.e. Excel, Management Skills
- Public Speaking i.e. Internal & External
- Project Ownership & Management
- Flexible Working Week i.e. Remotely
- Attend In-House Hearings & in Workplace Relations Commission (WRC)

Learning Outcomes:

Professional Communication Verbal/Non Verbal	Personal & Team Accountability	High Quality Standards & Attention to Detail	IT Systems & Process Management	Time Management & Task Prioritisation

Experience:
- Exposure to all Business Unit Depts. & Processes
- Invaluable corporate experience of Airport Operations
- Ownership & responsibility of projects
- Performance Managed Objectives
- Organised HR Events & Social Activities
- The Loop discounts & Subsidised Meals

Responsibilities:
- Handling and closing out HR & Payroll queries
- Conducting Interview Scheduling, Reference Checks
- Ownership of Irish Residency Permits (IRP)
- Provide support & advice to staff and managers
- Weekly reporting to Team Lead & Senior Manager
- Escalating sensitive queries or concerns to Partners
- Managing Performance Reviews & Pay Increases
- Issuing Contracts & Following Employment Law
- Responsibility for Event Management
- Implementation and support of HRIS Project
- Accountability of Staff Travel Process
- Training and Development for HR New Starters

Our Operations:

DublinAirport

ARI AER RIANTA INTERNATIONAL

daa International

CORK AIRPORT