

# ENTRÉE DESTINATIONS

Entrée Destinations is a provider of **luxury travel services** specializing in the creation of unique, turn-key holidays, retreats and corporate visits throughout Canada and Alaska. Using our handpicked collection of elegant hotels, lodges, transportation and activity companies we stretch our imaginations to engineer the perfect visit for our discerning clientele.

**Position:** Sales Support Coordinator  
**Type of position:** Permanent, full-time, 40-hours per week, Monday to Friday  
**Location:** This position works from our Gastown office, Vancouver, B.C.

## **Job Description:**

Reporting to the Director of Sales, the Sales Support Coordinator will assist the Sales Team with the administrative tasks of planning, selling and maintaining accurate costs of individual travel programs throughout Canada and Alaska. Core duties are reviewing confirmations/invoices, correcting cost discrepancies and tracking, charging and invoicing our customers.

## **Duties will include:**

- Working closely with the Finance Department, reviewing pre and post travel supplier confirmations/invoices for accuracy. Researching errors to determine root cause and resolving discrepancies.
- Checking contracted supplier rates to ensure accuracy.
- Revising costs as appropriate and as directed by Sales Team.
- Tracking costing errors and reporting to Director of Sales who can plan training accordingly.
- Tracking customer payment schedules with support of finance department.
- Charging credit cards for customer payments, posting payments in reservation system and preparing and filing on line invoices for Sales Managers.
- As time allows after above duties, supporting Sales Team by building customized proposals in Tour software.
- Answering the telephone and general office duties as directed or required (may include preparing courier packages, data entry, filing, errands, etc....).
- Supporting the Canada and Alaska Sales Team as required.

## **Skills & Qualifications required:**

- Excellent attention to detail and an understanding of high level of customer service
- Strong excel skills and aptitude for numbers
- Proven ability to understand supplier/partner contracts, terms relating to contracts, and pricing structures, including Canadian taxes
- Strong organizational skills and the ability to multi task in a fast-paced environment
- Ability to work independently, as well as part of a team
- Proficiency in Microsoft Word, Internet and e-mail applications (experience with Tourplan is an asset)

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- Relevant experience in the travel industry (preferably with a tour operator or wholesaler) is preferred
- Fluency in the English language (written & spoken)

If you are an enthusiastic & committed individual, looking for a challenging position in a fun & dynamic environment then please forward your resume and cover letter to: [careers@entreedestinations.com](mailto:careers@entreedestinations.com).

We regret that due to the high volume of applicants, only those candidates selected for interviews will be contacted.