

ENTRÉE DESTINATIONS

Entrée Destinations is a provider of **luxury travel services** specializing in the creation and delivery of unique, turn-key holidays, retreats and corporate visits throughout Canada and Alaska. Using our handpicked collection of luxury hotels, wilderness lodges, resorts, outfitters, transportation and activity companies we stretch our imaginations to engineer the perfect visit for our discerning clientele. We take pleasure in delighting our guests and want them to love Canada and Alaska as much as we do.

Position: Groups Assistant
Type of Position: Seasonal, 40 hours a week, Monday to Friday. Limited afterhours.
Start Date: March 1 – September 30, 2017
Location: Our Vancouver Office, located in Gastown

Job Description:

Reporting to the group team managers, the Groups Assistant will assist with supporting in the planning and operating of group travel programs throughout Canada and Alaska. Key components are preparing group quotes and group proposals as well as supporting the planning and execution of group programs.

The pace is fast and the expectations are high. We're a passionate and supportive team who take great pride in providing quality product and service to those in our care.

The position's focus will primarily be Canada but Alaskan operational knowledge is helpful.

Duties will include:

- Assisting in all aspects of group operations.
- Assisting in preparation of proposals and customized quotations.
- Prepare and review hotel rooming lists and transportation manifests.
- Checking availability of services & products with suppliers.
- Enhancing our strong supplier partnerships.
- Assisting in all aspects of the operations process for group programs - including, but not limited to: booking and confirming all services, determining and managing logistics, preparing operational notes and assisting with on-site operations.
- Other duties as required by the company.

Skills & Qualifications required:

- Experience in the travel industry (preferably inbound tour operator, wholesaler or DMC experience) is preferred.
- Familiar with preparing budgets and costings
- Good oral, written and interpersonal skills.
- Self-motivated and shows initiative with a demonstrated ability to multi-task at a fast pace and meet project deadlines.
- Demonstrated problem solving capabilities, organizing and budgeting skills.
- Proficiency in Microsoft Word, Excel, Internet and e-mail applications.
- Product knowledge of tourism products – including hotels, resorts, tour operators, transportation etc.
- Availability to work evenings if required
- Fluency in the English language (written & spoken).
- Ability to work independently, as well as part of a team.
- Excellent attention to detail and a passion for delivering to the highest service standard.

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If you are an enthusiastic & committed individual, looking for a challenging position with lots of variety, interesting clients and a fun, supportive team, please forward your cover letter and resume to: careers@entreedestinations.com prior to January 20th, 2017.

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