

# 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 & 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 & Alaska as much as we do.

**Position:** Documentation Assistant  
**Type of Position:** Seasonal, full-time, 40-hours per week, Monday to Friday  
**Dates of Employment:** March 27 – September 1, 2017  
**Location:** Vancouver office, located in Gastown

## **Job Description:**

This position will report to Product & Technology Manager. Primary duties will be to prepare final documents for Entrée Canada & Entrée Alaska. This is a position that offers a great opportunity to learn how a luxury tour operator works and gain some valuable industry experience.

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.

## **Responsibilities will include:**

- Assisting with the preparation of final documents for clients which include welcome letters, basic itineraries, contact information sheets, vouchers and portfolios.
- Sending documents to the agent or client via e-mail
- Fedex or Xpresspost portfolios to agents or clients
- Ensuring sufficient brochure stock quantities; ordering more if supplies are running low
- Maintaining up-to-date copies of our suppliers insurance
- Answering phones (on rotation with other staff)
- Other duties as required

## **Skills & Qualifications required:**

- Product knowledge of Canadian & Alaskan destinations, hotels, resorts, wilderness lodges, & travel services is preferred
- Proficiency in Microsoft Word, Excel, Outlook and internet applications
- Tourplan (tour operator software) experience is an asset
- Experience with Excel pivot tables is an asset
- Previous travel industry experience is preferred
- Fluency in the English language (written & spoken)
- Ability to multi-task in a fast-paced environment
- Strong organizational skills and excellent attention to detail
- Ability to work independently and as part of a team
- A passion for delivering to the highest service standard

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](mailto:careers@entreedestinations.com) by **February 15<sup>th</sup>, 2017**.

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

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