

# 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:** Product & Documentation Assistant  
**Type of Position:** Permanent, full-time, 40-hours per week  
Monday to Friday, 8:30 am – 4:30 pm  
**Location:** Vancouver office, located in Gastown

## **Job Description:**

This position will report to the Product & Technology Manager. Primary duties will be to support the Product, Documentation teams. 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:**

- Assembling of client portfolio kits
- Sending documents to the agents or clients via e-mail (and/or FedEx)
- Ensuring sufficient brochure & collateral stocks; ordering more if supplies are running low
- Maintaining up-to-date copies of our supplier's insurance
- Assisting with the loading and maintaining of product information within the database
- Maintaining our database of debtors (travel agencies, wholesalers, etc.)
- Returning signed contracts to suppliers
- Entering blackout dates & stop sells into the database
- Answering phones (on rotation with other staff)
- Minor IT tasks & other duties as required

## **Skills & Qualifications required:**

- Product knowledge of Canadian & Alaskan destinations, hotels, resorts, wilderness lodges, & travel services is an asset
- Proficiency in Microsoft Word, Excel, & Outlook and Adobe Photoshop Elements
- Experience with using Excel pivot tables is an asset
- Tourplan (tour operator software) experience is an asset
- Ability to work independently and as part of a team
- 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
- 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 and a fun, supportive team, please forward your cover letter and resume to: [careers@entreedestinations.com](mailto:careers@entreedestinations.com) by **April 27<sup>th</sup>, 2018**.

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

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