

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 wilderness lodges, resorts, outfitters, transportation and activity companies we stretch our imaginations to craft the perfect visit for our discerning clientele. We take pleasure in delighting our guests and want them to love Canada as much as we do.

Position: Travel Designer, Canada
Type of Position: Full Time – 40 hours a week, Monday to Friday. Limited afterhours/weekend on call support.
Location: Vancouver BC, Canada

Job Description:

Reporting to the Director of Sales, the Travel Designer will service our clients by managing inquiries, listening closely to our client's wishes and designing customized proposals for FIT travel packages. Service to our clients is our top priority. The Travel Designer's role does not stop when our client purchases a trip – it is our goal to delight our clients throughout the booking and preparation stages as well as providing a supporting role to the Operations Manager while the trip travels.

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:

- Completing all aspects of the sales process for FIT travelers – receiving and managing leads, qualifying clients, preparing quotes/proposals, following up to complete the sale.
- Becoming an expert on Entrée Destinations' collection of products/services and researching new products and services as needed.
- Preparing costings and proposals for clients considering an itinerary.
- Checking availability of services & products with suppliers.
- Respecting and enhancing our strong supplier partnerships.
- Working with the Operations department on file turnovers once trip is sold while maintaining responsibility for all costs to clients.
- Communicating with clients and supporting them throughout the trip preparation process (qualifying, follow-ups, answering questions, etc.) and maintaining 'account manager' relationship with client throughout the booking and operations process.
- Assisting with marketing related tasks when required.
- Representing Entrée Destinations at industry functions.
- Other duties as required by company and DOS.

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Skills & Qualifications required:

- At least three years of previous relevant sales experience in the travel industry (preferably inbound tour operator, wholesaler or DMC experience, hotel sales also acceptable).
- Proficiency in Microsoft Word, Excel, Internet and e-mail applications. Tourplan experience is an asset.
- Product knowledge of Canadian hotels, resorts, wilderness lodges and travel services is required.
- Product knowledge of Alaskan hotels, resorts, wilderness lodges and travel services is an asset.
- Good problem-solving skills and the ability to think creatively
- Fluency in the English language (written & spoken)
- Ability to multi-task at a fast pace
- 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

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 .

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