

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 Coordinator
Type of Position: Permanent, full-time, 40-hours per week, Monday to Friday, 9am – 5pm
Start Date: As soon as possible
Location: Vancouver office, located in Gastown

Job Description:

This position will report to the Director of Product & Technology. Primary duties include the day-to-day costing and entry of products into our tour operator software. This is a hands-on and head-down position. 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.

Primary Responsibilities will include:

- Inputting contracted rates into Excel and writing formulas to cost our products
- Liaising with suppliers to collect missing rates and/or to clarify unclear items
- Entering & updating rates in Tourplan (our tour operator software / database)
- Entering & updating Early Booking Bonuses and Promotions in the database
- The creation and updating of PCM's (pre-costed modules) inside the database
- Re-costing annually our website packages & Shorex in the database and liaising with Marketing
- Verifying all data, etc. input in the database for accuracy

Secondary Responsibilities will include:

- Handling the day to day loading of products required by sales
- Liaising with sales team to clarify & load their product loading requests in a timely manner
- Requesting additional rates from suppliers when required
- Writing descriptive proposal text & entering it into the database
- Optimizing and inserting images into the database
- Loading and maintaining product information, etc. within the database
- Maintaining our database of creditors (suppliers) and debtors (travel agencies, wholesalers)
- Returning signed contracts
- Other duties as required

Skills & Qualifications required:

- Proficiency in Microsoft Word, Excel (including formulas), Outlook and internet applications
- Ability to work independently with little supervision once tasks have been outlined
- Must enjoy working on similar tasks for extended periods of time while managing conflicting priorities in a fast-paced environment
- Ability to complete projects within set timelines
- Fluency in the English language (written & spoken)
- Strong organizational skills and excellent attention to detail
- A passion for delivering to the highest service standard
- Product knowledge of Canadian & Alaskan destinations, hotels, resorts, wilderness lodges, & travel services is preferred
- Tourplan (tour operator software) experience is an asset
- Previous travel industry experience is preferred

If you are a hard-working individual, who is detail orientated, enjoys putting your head-down and independently getting the job done, then please forward your cover letter and resume to: careers@entreedestinations.com by **February 3rd, 2019**.

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