

ENTRÉE DESTINATIONS

Entrée Destinations is a provider of **luxury travel services** delivering customized journeys throughout Canada and Alaska. We dream big and travel bigger. We believe in not only giving our guests what they ask for but giving them what they never dreamed possible. Using our handpicked collection of luxury hotels, wilderness lodges, resorts, outfitters, transportation and activity companies we stretch our imaginations to create unimaginable journeys for our guests. Our [Purpose](#) means something to us, and our focus 'Touch the Guest' is behind everything we do.

Position: Documentation Assistant (Seasonal)
Type of Position: Seasonal, full-time, 40-hours per week, Monday to Friday
8:30 am – 4:30 pm or 9:00 am – 5:00 pm
Dates of Employment: April 11 – September 1, 2023
Note: for students, we could arrange a flexible April schedule to accommodate exams.
Location: Vancouver office, located in Gastown

Job Description:

This position will report to the Product & Documentation Coordinator with oversight by the Director of Operations. 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.

Outside of core duties, all Entrée staff are expected to be flexible with their duties when required to support the needs of the client, their team members, and the business.

Responsibilities will include:

- Assisting with the preparation of final documents for clients which include welcome letters, basic itineraries, contact information sheets, gratuity guidelines, vouchers, and portfolios.
- Sending documents to the agent or client via e-mail
- Fedex portfolios to agents or clients as required
- Mail Park Passes to suppliers as required
- Ensuring sufficient brochure/map stock, luggage tag, and Fedex/Xpresspost supplies quantities; ordering more if supplies are running low
- 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 Fedex/Canada Post 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

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What We Offer

- An opportunity to be part of a growing internationally acclaimed luxury travel company with 29 years of success.
- A [purpose-led organization](#), treating each other with the same level of integrity and care as our guests.
- A gorgeous Gastown office with a rooftop deck and views of Burrard Inlet and the North Shore Mountains. Close to SkyTrain, West Coast Express, and loads of restaurants.
- For those growing their careers, an opportunity to learn the inside scoop of how a leading travel company delivers exceptional guest experiences.

If you are a hard working & committed individual, looking for a seasonal position with a fun and supportive team, please forward your cover letter and resume to: careers@entreedestinations.com by **February 23, 2023**.

This position is suitable for tourism students looking to gain an understanding of tour operations while working April through August or for candidates interested in a seasonal contract they can return to every year.

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