

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: Administration, Office and HR Coordinator
Type of Position: 35-40 hours a week, Monday to Friday.
Location: Home office near Vancouver, BC with frequent visits to Vancouver office or Vancouver office
Reports to: General Manager
Salary Range: \$50,000 - \$63,500 plus company bonus **The higher end of this range is only offered to candidates with required experience in these specific duties at other companies.*

Job Description

We are seeking a polished, highly organized coordinator to support our General Manager, with additional support to our Controller and President. Alongside core coordinator duties, you will play a key role in our Human Resources function, managing the hiring cycle from writing job descriptions and posting roles to screening resumes and candidates, scheduling interviews, conducting reference checks, sending rejections, and onboarding new hires. Depending on your strengths, you may also serve as first interviewer and research labour law requirements. The ideal candidate is discreet, detail-oriented, and an excellent communicator, with HR or recruiting exposure considered a strong asset.

Office Management

- Under guidance of GM, manage office facilities including relationship with the Building Manager.
- Conduct regular office visits to ensure premises are in good condition. Liaise with the Building Manager as appropriate.
- Ensure office safety equipment, including the fire extinguisher and first aid kit, is maintained and complies with applicable codes and guidelines.
- Under guidance of GM, manage office security and access, including scheduling security technicians, setting up new staff and training new staff on the alarm system.
- Manage office recycling, cleaning, and garbage disposal. Serve as the recycling resource for staff by answering questions and communicating the recycling schedule.
- Responsible for water dispenser, Nespresso machine, office printers in collaboration with Business Systems and Technology Manager and coordinating maintenance, maintaining cleaning supplies and office supplies including paper towel, dish soap, printer paper and ink/toner.
- Be the expert for Entrée's Enterphone.
- Responsible for locks and batteries, keys and fobs, including organizing and tracking keys and fobs for new staff.
- In collaboration with Entrée staff, decorate office for staff events.
- Conduct annual office assets inventory and report to GM and Controller.
- Responsible for tracking and maintenance of Entrée uniforms.
- Procure and set up office supplies for new staff in Vancouver office.
- Support GM as requested with regard to Vancouver Office Admin

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Administration

- Support GM with the Insurance renewal process and tracking all renewal dates.
- License renewals (Business license, IATA, etc)
- Be the office expert on IATA, learn it, know it, teach it, support it and onboard new staff.
- In collaboration with GM, ensure off-premise storage locker is tidy and contains only last 7 years of boxes. Coordinate file shredding. Conduct storage locker runs to bring in boxes, pull-out/return seasonal decorations (car is required).
- Save and track corporate agreements.
- Save, track and renew memberships.
- As directed by GM, coordinate business cards for staff.
- In collaboration with Sales Coordinator, coordinate Christmas charity activities for Entrée and with all Entrée staff.
- With support from GM and in collaboration with the Sales Coordinator, manage the Tourism Challenge within Entrée.
- Office mail outs and couriers as required per General Manager.
- As directed by GM, order name tags.
- Take minutes at occasional company meetings and distribute.
- As directed by GM, source and coordinate gifts.
- Projects and other duties as directed by GM, Controller or President.

Human Resources

- Writing and preparing job descriptions as directed by GM.
- Posting for new roles on job boards, online sites and Entrée's webpage.
- Screening resumes
- Screening and tracking applicants, possibly conducting first interview.
- Setting up interviews, possibly attending interviews to take notes and support decision making.
- Rejections
- Reference checks
- Onboarding and set up, including updating Entrée HR documents prior to new hires starting.
- Research labour laws as required and directed by GM. Knowledge of labour laws is an asset.
- Depending on strengths, corresponding with our labour counsel.
- Knowledge of time sheet software. Be the timesheet expert, train staff on time sheets and field questions.
- HR platform expert, train staff on platform, field questions.
- Support GM with DPSP administration, i.e. tracking eligibility, introducing eligible staff to Financial Advisor.

Company Culture & Staff Morale

- Improving company culture with high-performance HR practices
- Coordinate and support performance reviews with managers.
- Collaborate on company and social events – support the planning and set up/tear down staff gatherings including monthly office lunches.
- Biannually work with our GM and brokers to develop and renew our extended health and dental plans.
- Track benefits start dates and support GM to initiate enrollment with staff.
- Support GM with LTD and employee related benefits situations.

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Who you are

- 3-5+ years as an Executive Assistant, HR Coordinator or administrative role.
- Experience in travel, hospitality, or another service-driven industry is a plus.
- Post-secondary education in business administration, HR, or a related field, or equivalent experience.
- Strong written and verbal communication, with polished correspondence and experience preparing reports.
- Applicant tracking and recruitment coordination.
- Working knowledge of employment standards and labour law, or the aptitude to research and apply them.
- Discreet and trustworthy with confidential employee and executive information.
- Detail-oriented, organized, and able to juggle competing priorities from several leaders.
- Sound judgment and professionalism in sensitive situations such as rejections, reference checks, and employment matters.
- Warm, personable, and service-minded, able to make candidates and new hires feel welcome.
- Proactive and self-directed, with the confidence to take ownership of the hiring process.
- Proficiency with Microsoft Office and comfort developing HR and applicant tracking systems.
- Exposure to HR or recruiting (job postings, resume screening, onboarding, applicant tracking) is a strong asset, as is experience interviewing or conducting first-round screens.
- Coursework or certification in HR (e.g., CPHR progress) is an asset.
- Comfort corresponding with legal counsel is an asset.
- Familiarity with job boards and recruitment platforms is an asset.

What We Offer

- An opportunity to be part of a growing internationally acclaimed luxury travel company with 32 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 or the possibility of working from home for the right candidate.
- Access to tourism perks as they apply to all Entrée staff.
- Competitive compensation and company performance bonus
- RRSP matching program
- Extended health and dental benefits (cost-shared)
- Flexible scheduling opportunities
- A supportive and inclusive workplace culture

Entrée Destinations is committed to fostering a workplace where all are welcome, regardless of race, ancestry, political belief, religion, family status, disability, sexual orientation, gender identity or expression, or age.

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 **by November 4th, 2026.**

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