

## TRAVEL EXPERIENCES SPECIALIST or COORDINATOR (INDEPENDENT TRAVEL & CHARTERS) - Job Description

### ABOUT DISCOVER CANADA TOURS

**Discover Canada Tours** specializes in providing the best travel experiences in Western Canada through continuously developing **innovative year-round tours**. We focus on adventurers of all ages by committing to providing our guests with unforgettable adventures for the best value. **Our adventurers are always our top priority**, and we strive to give each of them the time of their lives.

Founded as a division of Uniglobe Specialty Travel in 2005, DCT is a **family-owned and operated business located in downtown Vancouver**. Over the years, we have evolved to accommodate a diverse array of adventurers from all corners of the world. Our portfolio of brands and collections include Day Tours Collection, Extraordinary Experiences Collection, West Trek, Destination Snow and Discover Canada Student Adventures.

*Discover Canada Tours is an equal opportunity employer. All employment decisions are based on qualifications. Decisions are made without regard to race, color, national origin, ancestry, sex, gender, gender identity or expression, sexual orientation, age, genetic information, religion, disability, medical condition, pregnancy, marital status, family status, veteran status, or any other characteristic protected by law.*

### WORKING WITH THE GREEN TEAM

Be part of a team of experienced guides and support staff who are **enthusiastic** about showing off the best areas of Western Canada and beyond, while bringing your personal touch to each adventure! Every member has their **favourite tour and destination**. **Do you want to discover yours?**

If you're a **hard worker who loves to travel** and have fun, look no further. As a full-service travel management company, we offer **excellent travel perks for you and your family**, in addition to a **fun, multi-national team environment** with plenty of opportunities for advancement. We are looking for passionate people who bring a **commitment to excellence and teamwork** to join us. We also offer:

- **Travel** on all of our tours and FAMs
- Discounts on **personal travel**
- **Team events** and excursions
- Working in a family-owned company that is constantly **innovating and evolving**
- **Multi-national** team
- **Competitive salary** and benefits package
- **Annual training** - be constantly learning
- An open, friendly and energetic work environment where **every voice is heard**
- **Flexible** working arrangements

## HOW TO APPLY

Please forward your resume and cover letter to the Product Manager:  
[jennifer@discovercanadatours.com](mailto:jennifer@discovercanadatours.com). **No phone calls, please.**

## EXPECTATIONS

Reporting to the **Product Manager**, the **Travel Experiences Specialist/Coordinator (Group Travel)** will be primarily responsible for **developing FIT & Charter quotes** and providing **ongoing support to clients and suppliers** by responding to inquiries independently, professionally and promptly. The Specialist/Coordinator will also assist the Product Manager and Director with **securing hotel blocks** for guaranteed FIT departures as well as **identify and contract new Independent Travel packages** under our Extraordinary Experiences brand.

- **Job Type:** Full-Time & Hybrid Position
- **Schedule:** Monday - Friday | 9am - 5:30pm OR 8:30am - 5:00pm PST
- Excellent **destination knowledge** is strongly preferred
- Ability to be **proactive, plan, organize**, set priorities and manage processes efficiently on a daily basis
- Must be **results-focused**, have excellent **attention to detail** and organizational skills, and be able to meet tight deadlines and work well under pressure
- Successfully **manage multiple clients** and their travel requests
- Self-motivated, positive and professional approach to **customer service**
- **Specialist:** Minimum 3-5 years experience in the Travel Industry specifically Independent Travel and/or Charters (preferred)
- **Coordinator:** Minimum 1-2 years experience in the Travel Industry specifically Independent Travel and/or Charters (preferred)

## ATTRIBUTES

- A passion to take full ownership of your position and take opportunities to the **next level**
- Willingness to go above and beyond and be a **dynamic team player** within the organization
- A **strong communicator**, enthusiastic, optimistic, accommodating and active within a team environment. Strong command of English
- Ability to influence while building **friendly and positive** relationships
- A **great collaborator**, able to partner effectively across teams to arrive at the best solutions
- Ability to **thrive** in environments with a certain amount of ambiguity and that evolve rapidly in response to a changing external environment
- Enjoy working independently, be **creative**, strategic, and think outside the box
- Commitment to the company's **objectives and values**
- A **great colleague** - easy to work with and open to sharing your experience and seeking growth opportunities with others

## SPECIFIC RESPONSIBILITIES

### Independent Travel & Charter Quoting

- Collaborate with the Product Manager and Sales department in a strategic growth plan for Independent Travel & Charter sales, including customer service standards, and advance sales strategy
- Be one of the first points of contact for incoming Independent Travel & Charter inquiries
- Generate new business for all divisions by creating exceptional and competitive independent proposals based on client requirements and budget
- Using extensive knowledge of geographical information & suppliers throughout Canada build unique itineraries and packages that will impress customers, in consultation with the Product Manager
- Work with a variety of systems to build the independent travel packages
- Using a pricing template and researching similar products to set a price that will provide good value to the clients while meeting the company's targets
- From time to time, assist with group quotation depending on the needs of the Product department

- Work with existing clients to assess their needs and present options with the goal of closing the sale
- Manage communications and deliver excellent customer service to all parties in reference to independent travel and charter bookings, serving as point of contact for various clients
- Work with the Product Manager & Marketing department to develop independent travel guides for new routes
- Ensure company deadlines, payment collection, and details are delivered to the clients on time according to contract terms
- Work with the accounting team to collect and document all deposits and payments according to the schedule outlined in the agreement between client and company
- Troubleshoot any issues that may arise before, during or after the tour, in line with company policy
- Share your love of Canada through the creation of custom tour proposals

### **Independent Travel Product Development**

- Identify Canadian luxury retreats, lodges, and unique experiences that we can add to our portfolio of FIT Extraordinary Experiences and work with Marketing team to promote these experiences
- Manage the Extraordinary Experience FIT bookings
- Stay on top of new tourism products, attend trade shows, etc
- Site visits to top destinations to understand the operational aspects of the product and top selling features

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