



ANDERSON VACATIONS.ca

Job Opportunity:

FIT Tour and Travel Coordinator

Calgary, AB

What is your ideal travel job? Are you looking for an exciting opportunity with a fast paced travel company? Do you want to be part of a fun team environment where rapid expansion is creating a host of new opportunities?

Anderson Vacations is a dynamic packaging: FIT, Group and Escorted Series Tour Operator marketing itself as The One Stop Canada Travel Solution.

Alberta's fastest growing tour operator is looking for someone to fill the positions of Tour and Travel Coordinators.

Responsibilities and Attributes

- **Manage enquiry and bookings.**
- **Key contact with tour clients, Group Leaders and Travel Agents**
- **Responsible for division reports to management**
- **Loves working as part of a team**
- **Excellent Customer Service**
- **Manage incoming reservations, tracking of reservations, and ensuring bookings, confirmations and documentation in line with Anderson Vacations best practices.**
- **Manage conference housing reservations, conference invoicing, and uploading of information, confirmations and rooming lists.**
- **Manage website and aid in cleansing, product upload, and fluidity**
- **Manage filing of supplier information, bookings, and contracts.**
- **Manage shipping consumer information packages, final payments, and tracking.**
- **Report to product team on hot sellers, good deals and what is being requested.**
- **Insurance Reconciliation and Sales.**
- **Any other duties as required and requested by management team.**

Qualifications

The successful candidate will have strong customer service and organization skills. Experience in the Travel Industry is desirable.

Please submit resume and cover letter by email or fax to:

Lisa MacDonald, General Manager

lmacdonald@andersonvacations.ca

Fax: 403-245-6210