

## JOIN OUR CREW and WORK FROM HOME

**Position:** *FIT and planning coordinator*

**Status:** *Full time*

**Department:** *Exotik Journeys*

**Location:** *Remote*

### **Your Career Opportunity**

The Administrative Assistant will be required to perform an array of administrative duties including secretarial and receptionist duties. Additional responsibilities include reconciling bank statements, taking minutes during meetings and scheduling appointments for all departmental managers. The Administrative Assistant is also accountable for drafting, reviewing and editing time-sensitive correspondence sent by the management team. Other duties, relevant to the position, shall be assigned as required.

### **How You Will Be Spending Your Time**

- Answering calls and emails in timely, courteous, and professional manner
- Providing excellent customer service
- Enforcing active selling skills to close a sale
- Processing bookings with accuracy and detail
- Consistently meeting individual performance targets
- Selling complete multi-destination packages of products “a la carte”
- Ensuring files and payments’ follow-up with suppliers and travel agents

### **Specialized Knowledge, Skills, Attributes Required You Need to be Successful**

- Excellent communication skills, French and English
- Passion for sales and a desire to always excel
- Travel/Tourism school diploma or equivalent related travel industry experience
- Excellent customer service skills and interpersonal skills
- Professionalism and patience
- Team player but able to work autonomously
- Ability to work under pressure and meet deadlines
- Knowledge of the travel industry
- Computer knowledge - Microsoft Office Word and Excel
- Ability to learn new software
- Knowledge of Sabre (an asset)

### **Working Conditions**

- Call Centre environment – home based
- Monday to Friday 9am to 5pm some evenings on rotation
- 37,5 hours / weekly



### **Crew Advantages**

- Competitive salary
- One paid day off for your birthday
- Travel perks for you and your friends and family
- Flexible medical and dental packages
- Employee Assistance Program for you and your family members

### **Who We Are**

Red Label Vacations Inc., a division of the H.I.S. Group, is one of Canada's largest travel companies. Incorporated in 2004, Red Label Vacations owns and operates multiple wholesale and retail travel brands. The retail division; including redtag.ca, itravel2000.com, Sunquest, The Travel Experts, Merit Travel, Flights.ca and Cruises.ca; offers diverse products to travelers including destination packages, flights and hotels worldwide, excursions and more. The wholesale travel business, TravelBrands, provides a full range of travel products including air, hotel, car rental, cruise and specialty to travel agents and retail agencies throughout Canada. Red Label Vacations is a comprehensive one-stop shop for agents and travelers alike.