



TRAVEL COORDINATOR

Butterfield & Robinson's continued success depends on providing our travellers with exceptional service throughout each interaction with our team. Our team of Travel Coordinators assist our travellers by sharing information and collecting the documentation that will prepare them for an extraordinary trip. Travel Coordinators work closely with our operational and sales experts to ensure excellence in our traveller experience in each assigned region.

Ideal candidates are:

- Exceptional customer service skills;
- A curious nature – consistently striving to find creative solutions;
- A passionate and professional attitude;
- Excellent communication skills, both oral and written;
- Logical and critical thinking skills;

What it will take to be successful in the Travel Coordinator role:

- Minimum of 1-2 years of administrative experience in a professional environment;
- A post-secondary education;
- Excellent knowledge of the Microsoft Office suite of applications;
- Knowledge of the travel industry; TICO certification is an asset;
- Experience in customer service, preferably in the luxury travel market;
- Experience working with travel booking and CRM software is preferred;
- Knowledge of regions and countries where we travel;
- An understanding of B&R's business is an asset.

To apply, please send a cover letter and resume by email to:

Robin Wark - Director, Human Resources

Email: employment@butterfield.com

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