



ADVENTURE TRAVEL – OPERATION ASSISTANT CANMORE, AB

WINDIGO AVENTURES, the leader in small-group adventure holidays across North America, is on the lookout for an Operations Manager in Canmore, Alberta.

WINDIGO AVENTURES oversees small-group adventure travel off the beaten track for more than 20 years across Canada and the United States. From the cutting edge of the Canadian Arctic in New Mexico, from the eastern end of Newfoundland to the sunny beaches of Hawaii, we accompany adrenaline junkies in realizing their adventure dream.

We offer active holidays to all types of travelers. From extreme adventure to a journey of discovery, from wildlife viewing to cultural tours with the Inuit of the Canadian Arctic, our team of outdoor lovers will share their passion for playing outdoors. We seek to share with all our travelers the love we have for North American culture, our respect for the environment and our passion for outdoor sports in the most spectacular environments of the continent.

Join a young and dynamic team in a great work environment.

Report directly to the Director of Operations and the Operations Manager, the operation assistant is responsible to assist with the tour logistics and tour leader HR.

KEY RESPONSABILITIES

Operation assistant - responsibilities include:

- **Operations:** Create and manage all the necessary tour documents
- Troubleshooting when situations arrive
- Logistics guru
- Admin work
- Assist in tour leader training
- Active on social media
- Assist with the Canmore house room and task assignment

REQUIREMENTS



- Essential - Minimum of one year in the tourism industry (*in the adventure business would be preferable*).
- Essential - North American tourism knowledge
- Essential – Possess a great attention to details, be a born planner. Must have experience in travel operations.
- Perfect written and spoken English. French and any other language is an asset.
- Working proficiency in Microsoft Office : Word, Excel, Power Point, Outlook
- Can work under pressure, able to work long hours during peak season
- No time off during period of contract
- Good writing skills

How to apply

PLEASE SEND CV AND A COVER LETTER EXPLAINING WHY YOU ARE INTERESTED IN THIS POSITION VIA EMAIL TO: rh@windigo.travel