



Tour and Travel Coordinator

Main responsibilities: Tour Coordination and Vendor Database.

The Tour & Travel Coordinator will be a highly motivated leader with a passion for education and travel. She/he will be a true self-starter who is eager to learn and be comfortable managing US contracting and operations. She/he will work closely with Sales, Finance and Product, and be driven to improve GO Educational Tours's purchasing, operations, product selection, supplier standards and customer satisfaction.

In this role, you will:

- Plan and manage all of GO Educational Tours' US tour operations with the Director of Operations
- Develop new initiatives and driving cost savings
- Develop and maintaining supplier relationships
- Occasionally travel to trade shows and supplier visits, as per company requirements

Vendor Communications

- Make and track vendor requests for rates and availability for trip proposals
- Overseeing and ensuring all rates have been diligently requested and entered
- Release or confirm vendors
- Assign and coordinate the vendor requests and confirmations with the proper bookings
- Verify vendor costs for trip input
- Validate vendor pricing semi-annually
- Verify vendor reservations and pricing

Cost Review

- Ensure proper passenger count and vendor invoicing
- Vendor Payment request and tracking
- Audit Budget to Actual

Itinerary Building and Confirmation

- Build logistically realizable cohesive travel programs to many North American destinations
- Audit itinerary confirmations
- Prepare final itineraries and confirmations with vendors and clients

GO (tour leader) Leader kits

- Preparation of GO Leader kits with relevant trip/vendor documentation

Post Trip Documentation and Cost Review

- Review post trip documents
- Audit costs (lower or higher costs)
- Post trip post-mortem review
- Profit analysis

Vendor Reviews

- Post Trip vendor reviews

Desired Skills and Experience



Tour and Travel Coordinator

- Demonstrated analytical, detail-orientated and organization skills
- Aggressive negotiating skills
- Strong problem solving skills
- Manage both direct and indirect costs to budget
- Product Development
- Current with marketplace
- Investigative
- Demonstrated ability to work with cross-functional teams and negotiate the varying needs of diverse project stakeholders

You must have:

- A bachelor's degree in Business or a related field
- A minimum of two years of contracting & operations experience, preferably in the travel or education industry
- Strong attention to detail and the ability to manage multiple projects at one time
- Ability to meet strict deadlines
- Excellent communication and presentation skills, including the ability to work with all levels of employees, suppliers and customers in a diplomatic and professional manner
- Proficiency in Excel, Microsoft Office, and the ability to learn new software products
- A passion for travel, education, and learning about GO Educational Tours and destinations

Qualified candidates should submit their cover letter and resume to [jobs\(at\)GO Educational Tours.com](mailto:jobs@GOEducatonalTours.com). Please include the position title in the subject of your email.

GO Educational Tours is an Equal Opportunity/Affirmative Action Employer, and considers all applicants without regard to race, color, religion, creed, national origin, citizenship status, gender, disability, genetic information, sexual orientation or veteran status

Compensation

- Commensurate with experience

About GO Educational Tours'

GO Educational Tours offers student tours all over North America and the world, with the mission to expand education through travel. We believe in working hard and playing hard, offering a fun, competitive work environment with an exciting product and even more exciting benefits. After over a decade in business, we've helped over a million travelers to experience immersive, educational tours all over the world, while maintaining an international presence with offices around the world.

Required experience:

- Contract and Travel Operations: 2 years