



## JOIN OUR TEAM

Expedia® CruiseShipCenters® has a need for a talented **Land Product Coordinator**. The successful candidate will be responsible for supporting the Senior Manager, Land Product in the overall objective of increasing our land business in support of the “complete vacation”, maximizing high yielding revenue products. The candidate will also be responsible for the project management of land sales that supports our overall corporate objectives.

### **About Expedia CruiseShipCenters:**

Established in 1987, Expedia® CruiseShipCenters® is one of North America's leading sellers of cruise vacations. Through our network of 150 franchise locations and team of over 3,600 Franchise Partners and Cruise Consultants, the company has grown at an average rate of 30% each year for over two decades. In 2007, CruiseShipCenters became a strategic partner with Expedia Inc., the world's largest online travel company, rebranding to become Expedia CruiseShipCenters. We have also been recognized by the Canadian Franchise Association with the Award of Excellence for the past five years. (2006, 2007, 2008, 2009, 2010, 2011)

### **Position Functions and Tasks:**

- Assist with proofing and liaising with suppliers on placement of the appropriate product in all consumer marketing materials.
- Create and compile information supporting Preferred Supplier relationships (US/CANADA versions), supporting consultant development.
- Supplier training – coordinate ongoing supplier training schedule including liaising with suppliers in ongoing product training around the complete vacation.
- Assist with the development of Land training to support International Cruise Academy.
- Creates support kits for new preferred suppliers as well as maintain current supplier list document with any ongoing changes.
- Update and maintain information on CruiseDesk to ensure its current and relevant.

**Qualifications:**

- A diploma in Travel or related discipline
- 1 year of experience in a similar role
- Knowledge of the travel industry – preferably from retail or tour operator background

**Required Skills:**

- Advance Computer literacy in Microsoft Office (Word, Excel, PowerPoint a must).
- Excellent communication skills, including writing, proof reading, and speaking.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Ability to accomplish projects with little supervision.
- Fantastic customer service ethic and high expectations for quality.
- Quick learner with positive attitude.
- Ability to maintain a high level of accuracy.
- Ability to take initiative and be proactive, diagnose problems, and develop proactive solutions.
- Outstanding team player with the ability to work independently.
- Excellent organizational skills, with proven ability to manage multiple priorities and meet strict deadlines.
- High standards of ethics.
- Highly motivated, high energy and enjoys working in fun environment.
- A passion for travel and loves to learn.

**How to Apply:**

If you have a positive attitude, a commitment to excellence, and want to be part of a winning team, please submit your resume and cover letter to: [work@cruiseshipcenters.com](mailto:work@cruiseshipcenters.com) quoting the position title in the subject line.

***Only candidates selected for interviews will be contacted.***