

Logistics Coordinator: Churchill
Natural Habitat Adventures

Natural Habitat, Inc. operating as Natural Habitat Adventures (NHA), has been perfecting the art of nature expedition for over 30 years. Its head office is located at 833 West South Boulder Road, Louisville, Colorado, 80027, U.S.A. The Tour Operations / Admin / Logistics Specialist is a seasonal position based in Churchill, Canada located at 351 Kelsey Blvd, R0B 0E0 from early October through late November 2018. This person is responsible for a wide variety of administrative and logistics duties supporting the operation of NHA polar bear expeditions. The position provides an opportunity to gain experience in the adventure travel industry in a dynamic, team-based environment.

Natural Habitat Adventures runs 85 polar bear departures with more than 1,500 travelers passing through Winnipeg and Churchill during the 8-week season. This position is office-based, with responsibilities that may include, but are not limited to, the following:

- Plan, organize and oversee operational logistics of the organization
- Establish work schedules and procedures
- Confirm and coordinate passenger information and reservations
- Confirm and maintain hotel & dinner reservations
- Confirm and maintain reservations for all components of optional local excursions
- Confirm, schedule and maintain transportation needs (ground and air) with third-party vendors
- Complete post-season report and supply inventory in a timely and accurate manner
- Be available to assist clients with questions and problems relating to safety procedures, etc.
- Support other staff members and expedition leaders whenever necessary
- Represent NHA as a fully trained, professional staff member. Read NHA brochures/website to understand our company, our trip offerings and other involvements.
- Provide excellent customer service at all times, often in challenging interpersonal situations
- Job duties are required in English only

Due to the intense nature of the short season, long hours, including very early mornings and late evenings, may be required in order to achieve ultimate customer service. The incumbent must, therefore live in Natural Habitat Adventures staff housing.

REQUIREMENTS

Experience: At least 2-4 years administrative experience required. A demonstrated passion for travel/tourism, environmental responsibility, nature/wildlife, or a related field is highly desirable. The ideal candidate will be motivated to grow and progress in the industry.

Education: Secondary school diploma required.

Knowledge, skills, and abilities: Working knowledge of office systems and equipment (e.g. computers, telephones, copiers, internet). Proficiency in MS Word, MS Excel, Outlook. Must be highly organized and detail oriented. Ability to efficiently manage multiple tasks. Excellent written and verbal communication skills. High levels of integrity, maturity and enthusiasm. Must be able to adapt to changing and flexible responsibilities. Ability to work individually and as part of a team. Must possess the interpersonal skills to work cooperatively with all types of people: staff, guides, clients, vendors.

COMPENSATION

\$24/hour CDN

Accommodations, meals and uniform provided. Round trip transportation to and from the job site provided.

Accommodations will be at 87 Radisson St, Churchill Manitoba R0B0E0.

CONTACT

To apply, please send cover letter, resume, and compensation requirements to pbstaff@nathab.com or mail to P.O. Box 3065, Boulder, CO 80307. NO PHONE CALLS PLEASE.

ABOUT NAT HAB

Natural Habitat Adventures has been perfecting the art of nature expedition for more than 30 years. Operating ethically and responsibly in the areas where we run our trips and in our own community has always been a crucial component of our core ideology. Our adventures take travelers off-the-beaten path where they can experience our planet's greatest natural wonders, such as observing mountain

gorillas in a rainforest, viewing polar bears on the arctic tundra, exploring the Galapagos Islands from an intimate yacht, or any number of other enriching wildlife and nature encounters. For more information about Natural Habitat Adventures, see www.nathab.com