

# Sales & Reservations Agents

**Wild Water Adventures** is a premium whitewater rafting operator. Our daily trips take place on the world-famous Kicking Horse River where you will be expected to provide exceptional service to our guests on all our rafting day trips. Come join our dynamic community, make lifelong friends and have a great summer with people who love to embrace life!

## Position Summary

Contract length: 4 Months

Expected start date: mid-May

Job type: Full time seasonal

Sales & Reservations team members play a key role in the operation of our rafting trips, as they are the first point of contact with guests. They are responsible for handling all reservations and ensuring guests are prepped and excited for their upcoming adventure.

## Duties

- Answering all phone and email inquiries in a prompt and friendly manner
- Processing all bookings through the reservation system
- Liaise with local hotels, online travel agents, and tour operators when required
- Continual monitoring of trip capacities/logistics
- Working closely with the Guiding team, Guest Services Crew, and caterer to ensure efficient trip operations
- Brochure runs to local areas
- Provide outstanding customer service

## Qualifications

- Previous customer service experience
- Previous experience in sales & reservations an asset
- Basic computer skills
- Excellent verbal and written communication skills
- Highly organized with attention to detail
- Friendly personality with a hard-working attitude
- Able to work independently and as part of a team

## Perks

- Gratuities, staff uniforms provided, staff functions, opportunities to raft, discount in our retail store, limited on-site staff accommodation, live & work in the beautiful Canadian Rockies!

## How to Apply

Please contact [info@wildwater.com](mailto:info@wildwater.com) for all inquiries and resume submissions.

