

NOW HIRING!



Business Development Coordinator

Are you looking to work for one of Canada's Best Managed Companies? Do you enjoy working with a close team of supportive professionals? Do you want to commit to an organization with an outstanding record for safety and reliability? Are you searching for an employer who provides amazing perks and works hard to provide a work-life balance for their employees? If so, look no further! Harbour Air Group is in search of a self-starting professional with a hearty sense of humour – and most importantly – a sense of adventure to join the team as our Business Development Coordinator.

Reporting to the Sales & Marketing Manager, your focus will be assisting on the development of new business with a focus on corporate accounts while providing top level care and service to existing Harbour Air corporate clients. You will wear many hats while you act as a brand champion, making internal and external connections in a fast-paced work environment to help develop business and partnerships.

In this role, the combination of your positive attitude, passion for travel and elevated guest experiences, professionalism, and ability to manage multiple simultaneous projects will be on full display as you build genuine lasting relationships for Harbour Air and its associated interests.

WORK HOURS: Monday to Friday

LOCATION: Victoria, or Vancouver BC

BENEFITS: Competitive wages, excellent benefit package, flight perks (including buddy passes and global inter-airline partnerships), revenue share, RRSP matching program, discounts at local restaurants and travel partner organizations, and much more!

RESPONSIBILITIES and EXPECTATIONS

- Explore and uncover sales opportunities, leads and identifying potential clients
- Conduct in-person visits to local corporate customers and potential customers in all communities that we serve
- Develop, foster, and improve relationships with key corporate and bulk ticket accounts to maintain unwavering client loyalty
- Be the primary contact for all corporate travel agents and provide training as needed
- Help to develop creative strategies and techniques to achieve sales targets in this department
- Working on marketing initiatives to optimize customer loyalty, acquisition, retention, personalization and promotional strategies
- Assist in identifying and developing product ideas for buyers
- Act as a Harbour Air's brand champion and representative in trade shows and other related events
- Maintain integrity and commitment to Harbour Air's four core values: safety, innovation, customer service and team spirit
- Support and liaise with the sales and marketing team to monitor and ensure high-level guest experiences, booking procedures, etc.

QUALIFICATIONS/ASSETS

- Post-secondary education in Business, Communications, or related field is an asset
- 3-5 years of sales support or sales administration experience is required
- Industry experience in airline, travel, tourism, or hospitality is a definite asset
- Previous CRM experience (ideally Salesforce) is essential
- Highly organized, driven, energetic and resourceful
- Strong organizational, operational, and planning skills in a sales-focused, customer-centric environment
- Can multitask in a dynamic, fast-paced work environment
- Self-starting and goal-oriented



JOB PROFILE - Your Flight Path to Success

- Ability to deliver with minimal direction/supervision

ABOUT HARBOUR AIR GROUP

Launched in 1982, Harbour Air is North America's largest seaplane airline. It flies more than 450,000 passengers annually, including commuters and tourists throughout coastal British Columbia.

Our people are the backbone of our organization, and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honored as the recipient of numerous awards including Canada's Best Managed Companies, BC's Top 55 Employers, and Canada's 10 Most Admired Corporate Cultures.

APPLY NOW: Email your resume and cover letter to jobs@harbourair.com quoting 22-36 Business Development Coordinator

DEADLINE: Open until filled

Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and communities we serve.

Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodations in relation to the job selection process are available upon request. If you require any accommodation, please email jobs@harbourair.com and we'll work with you to meet your accessibility needs.