



Office Coordinator

Posted by: Multi Culture Travel World

Posting date: 25-Sep-2025 **Closing date:** 24-Mar-2026

Education: College Education or Equivalent Experience

Language: English

Job location: Calgary

Salary: \$36.00 Per Hour

Years of Experience: 3 years

Vacancy: 2

Job Type: Full Time

Job id: CAJ1311806

Job description:

Office Coordinator – Multiculture Travel World

24 – 55 Castleridge Blvd NE, Calgary, AB | Full-Time, Permanent

About Us

Multiculture Travel World is a trusted travel agency committed to serving Calgary's diverse communities. We specialize in competitive fares, group travel, and customized packages

tailored to multicultural needs. With a strong reputation for client satisfaction and operational excellence, we are looking for a skilled Office Coordinator to join our growing team.

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Position Overview

The Office Coordinator will play a key role in ensuring the smooth operation of our office. This position involves managing administrative functions, coordinating with airline partners, supporting corporate clients, and leading internal teams to achieve business goals.

- ? Position: Office Coordinator
- ? Location: Calgary, Alberta (On-site)
- ? Employment Type: Full-Time, Permanent
- ? Salary: \$36.00 per hour
- ? Start Date: November 1, 2025
- ? Experience Required: 3–5 years in a travel trade related role
- ? Education Required: College Diploma or equivalent experience.
- ? Language: English

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Key Responsibilities

- ? Negotiate and manage contracts with airlines, securing favorable terms and pricing
- ? Analyze travel demand to align offerings with multicultural community needs
- ? Develop pricing strategies, including group discounts and promotional fares
 - ? Establish clear payment structures with airline partners (deposits, final payments, refunds)
- ? Set performance goals, motivate teams, and monitor results
 - ? Serve as the main contact for corporate clients, managing bookings, payments, and disputes
- ? Handle office communications, including escalations, emails, and correspondence
- ? Prepare monthly productivity and performance reports for management
- ? Deliver professional presentations and proposals when required
- ? Brief staff on new offers, circulars, and deals from service providers
- ? Coordinate visitors, meetings, and appointments
- ? Communicate and deliver travel products to clients and industry partners.

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Qualifications

- ? 3–5 years of experience in office administration experience of travel trade virtue.
- ? College diploma or equivalent professional experience
- ? Strong organizational, multitasking, and leadership skills
- ? Excellent communication and client service abilities
- ? Ability to prepare reports and manage correspondence with accuracy
- ? Experience in travel or hospitality industry is an asset

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Why Work With Us?

At Multiculture Travel World, we believe in building careers, not just jobs. Joining our team means:

- ? Competitive salary and benefits package
- ? Supportive, team-driven work culture that values collaboration
- ? Opportunities for growth and advancement within a dynamic organization

- ? A chance to make an impact in a fast-growing, customer-focused company
- ? Recognition and appreciation for your contributions
- ? Working in an inclusive environment that celebrates diversity

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How to Apply

If you're ready to take the next step in your career, we'd love to hear from you.

- ? Submit your resume to: recruitment.yyc@gmail.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: recruitment.yyc@gmail.com

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