

**JOB POSTING**

<b>Position:</b>	Operations Equipment and Ancillaries Coordinator - France
<b>Reporting to:</b>	Head Mechanic - Europe
<b>Location:</b>	Beaune, France
<b>Term:</b>	Full-time, seasonal (April 15- October 31, 2019)

**OVERVIEW**

Butterfield & Robinson, one of the world's leading travel companies, is hiring a talented Operations Equipment and Ancillaries Coordinator to join our European Operations Team in France for the 2019 season. Butterfield & Robinson's continued success depends upon the seamless execution of our trips. The Operations Equipment and Ancillaries Coordinator plays an important part in the preparation and execution of the highest possible quality trips from our French office.

**This position has the following responsibilities:**

- Provide support to European Operations team in managing inventories of all Technical equipment and ancillaries used on B&R European trips;
- Work with the European Operations team to manage and configure B&R navigation devices;
- Collaborate on the daily requirements for all trip materials and equipment as needed and instructed by the European Ops team;
- Manage and track the use of the trip vans throughout the season;
- Track and report bike and other technical inventory;
- Maintain a clean and organized bike atelier;
- Provide technical training and equipment support to guides as required;
- Provide support in the general requirements of the Technical Operations team, its systems and bike inventory; properly assemble, clean, tune, repair and prepare bikes for trips;
- Continually review B&R's equipment standards and communicate issues to the Head Mechanic;
- Work with the rest of the Operations team to ensure that each trip is run with the care required to delivery the highest quality experience to our travellers;
- Be available for and encourage communication from all guides and effectively share feedback and information with the appropriate staff;
- Act as an Ambassador of B&R to ensure that the famous Butterfield & Robinson spirit is cultivated in all its guides and staff.

**The ideal candidate will come to B&R with the following experience and qualifications:**

- Experience working with MS Office suite (MSWord, Excel, Outlook and CRM);
- Familiarity and competence with basic bike mechanics;
- Proficiency working with technical equipment, including GPS navigation and wifi devices;
- Experience working in an administrative environment;
- A valid drivers licence and ability to drive standard transmission vehicle;
- Fluency in English and French (both written and verbal);
- General knowledge of tour operations and the travel industry is an asset.

**The ideal candidate will have demonstrated all of the following skills and characteristics:**

- Exemplary interpersonal skills, working with cross-cultural and geographically dispersed teams; excellent communicator, both written and verbal;
- Meticulous organizational and planning skills, with the ability to multi-task;
- High attention to detail in the execution of all duties;
- The ability to effectively train, and give feedback on performance;
- Creative thinking with a passion for travel;
- Ability to take initiative and work independently, and as an integral part of a team;
- A conscientious work ethic – a perfectionist when it comes to follow-through;
- Enthusiastic and professional attitude.

**Apply to:** Germaine Collins, Manager – Human Resources and Administration  
Butterfield & Robinson, 70 Bond Street, Ste. 300, Toronto, Ontario CANADA  
[germaine.collins@butterfield.com](mailto:germaine.collins@butterfield.com) – [www.butterfield.com](http://www.butterfield.com)