



SANDER GEOPHYSICS

Position Title:	Travel Coordinator
Department:	Administration
Reports to:	Accounting & Administration Manager
Location:	Ottawa office

The Travel Coordinator will arrange travel plans for employees and perform administrative duties in support of the day-to-day operations of the administration department and the general operations of SGL under the supervision of the administration manager.

Responsibilities

- Identify the most cost effective and efficient travel options with the travel agent and make bookings in consultation with travellers and their managers;
- Arrange hotel and vehicle rental reservations for employees at field locations;
- Research and apply for visas and/or entry documents required for employees travelling to work at field locations;
- Ensure a high level of security for confidential and personal information;
- Train new employees on SGL travel policies and procedures;
- Maintain a field personnel-following spreadsheet;
- Maintain critical spreadsheets tracking visa and work permitting applications and expiry dates of visas;
- Act as back-up receptionist by receiving and directing incoming calls, and greeting office visitors;
- Perform other administrative duties, as required;
- Understand, comply with, and promote all company safety precautions and policies, including reporting hazards and incidents encountered during daily operations;
- Maintain a high level of operational knowledge through direct engagement with colleagues, supervisors, and through personal development; and
- Perform and complete other duties as assigned.

Qualifications and Experience

- Postsecondary education in administration or related discipline an asset;
- Minimum two (2) years of related office experience an asset;
- Demonstrated experience with computers;

- Highly proficient with LibreOffice and/or Microsoft Office, Thunderbird, Firefox, and software used to view, create and manipulate files in PDF format;
- Excellent customer service skills;
- Experience advising travellers regarding cross-cultural communication;
- Excellent interpersonal communication skills;
- Ability to communicate fluently in English;
- Communication skills in French, Spanish, and other languages are an asset;
- Proven attention to detail and organizational skills; and
- Ability to follow instructions, set priorities, and multitask in a fast-paced environment.

Benefits

SGL is committed to promoting employee wellness and successful work-life balance. Employee benefits include (but are not limited to):

- Comprehensive benefits coverage including health, dental, vision, and paramedical;
- Life insurance;
- Employee and family assistance program;
- Paid vacation, personal leave, and medical leave;
- On-site gym; and
- On-site parking.

Interested applicants should forward their resume to careers@sgl.com. Please include the **position title in the subject line** of the email. Please note that only applicants selected for an interview will be contacted. We thank all applicants for their interest.

Sander Geophysics is an equal opportunity employer. Accommodations, including this posting in an alternate format, are available for applicants with disabilities throughout the recruitment process. If you require accommodation, contact Human Resources at careers@sgl.com prior to your interview.