



Travel Services Coordinator Full-Time

Campbell River Region
Campbell River

Monday August 31, 2026

\$21 - \$25/ hour (\$49,920.00 to \$62,400.00 per annum)

Company: Broadstreet Properties Ltd

Website: <https://www.broadstreet.ca/careers>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please apply directly at: <https://www.broadstreet.ca/careers/travel-services-coordinator-campbell-river>

Expiry Date:

Monday, September 14, 2026

Details:

The Travel Coordinator is responsible for coordinating, booking, and managing corporate and executive travel arrangements with a strong focus on accuracy, service excellence, cost control, and policy compliance. This role supports senior leaders, executives, and internal stakeholders by ensuring seamless end-to-end travel experiences while maintaining detailed records and operational discipline. This position operates at a high execution level and serves as a critical operational partner to the Lead Travel Coordinator. Your contribution to the team includes:

- Coordinate and book domestic and international travel for executives and corporate staff, including flights, accommodations, ground transportation, and related services.
- Manage multi-leg and complex itineraries with attention to timing, cost efficiency, and traveler preferences.
- Respond promptly to travel changes, cancellations, delays, and urgent last-minute requests.
- Act as the primary point of contact for travelers before, during, and after travel.
- Ensure all travel arrangements comply with company travel policies and approval processes.
- Identify cost-effective options while balancing traveler comfort, business needs, and time sensitivity.
- Support expense tracking by ensuring bookings and invoices are accurate, documented, and coded correctly.
- Liaise with airlines, hotels, travel agencies, and ground transportation providers to resolve booking issues and service concerns.
- Maintain professional relationships with travel vendors to ensure consistent service quality and responsiveness.
- Escalate vendor issues or service failures to the Lead Travel Coordinator as required.
- Maintain accurate and up-to-date records of travel bookings, confirmations, changes, and expenses.
- Prepare travel summaries, itineraries, and supporting documentation for travelers

and internal stakeholders. • Assist with reporting, reconciliation, and audit requests related to travel expenditures. • Identify opportunities to improve travel coordination processes, tools, and documentation. • Support the implementation of standardized travel procedures and best practices. • Collaborate closely with the Lead Travel Coordinator and internal teams to ensure consistent service delivery.

What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary range of \$49,920.00 to \$62,400.00 per annum, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering: • Employer paid extended health, vision, and dental coverage (including family) • Employee and Family Assistance Program • Employee Referral Program • Yearly health and wellness benefit • RPP eligibility after 1 year • Employee recognition program • In-house professional development opportunities

Why Broadstreet? Broadstreet Properties Ltd. is a family owned and operated property management company, partnered with Seymour Pacific Developments, that manage multi-family residential communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Broadstreet Properties Ltd. practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful: • Minimum 2 years of experience in travel coordination, administrative support, or customer service in a corporate environment. • Demonstrated experience booking and managing professional or business travel. • Strong organizational skills with the ability to manage multiple bookings and competing priorities simultaneously. • High attention to detail and accuracy in documentation and scheduling. • Excellent written and verbal

communication skills. • Proficiency with Microsoft Office Suite (Outlook, Excel, Word). • Ability to handle confidential information with discretion and professionalism. • Must successfully pass employment, reference, and criminal background checks.
