

Product Coordinator

PERMANENT | FULL TIME | COLOMBO, SRI LANKA

At Intrepid Travel we exist to inspire, create, share and lead the best travel experiences ever – for both people and the planet. More than 34 years later, we're proud to be a certified B Corp with hundreds of trips in over 100 countries.

As a Product Coordinator with Intrepid, you'll provide administrative support to the Global Product team including trip and hotel changes, setting trip departure dates and updating systems. You'll collaborate with suppliers, Sales and DMC teams to ensure accurate customer information.

In this diverse role, you'll handle varied tasks such as loading a range of trip products across systems, maintaining trip notes, pricing and booking messages. You'll also contribute to achieving amazing customer satisfaction and sales across our Intrepid brands. Most importantly, you'll help us deliver the highest quality trips for our customers!

This is a full-time permanent position, based in our Colombo office (hybrid).

Some of the experience you'll bring may include:

- Minimum 2 years' experience in a similar role, preferably in the travel industry
- Excellent English communication skills
- Experience working with a range of different booking/ content management systems
- Good knowledge of Microsoft Office suite
- Experience with maintaining process documents and training manuals
- Exceptional administration and problem-solving skills coupled with strong attention to detail

What it's like working for Intrepid:

Our people reflect the diversity of our customers & the communities we visit. Our global team is made up of 58 nationalities across 46 countries, & Intrepid recognises that diversity makes us a stronger business so we encourage applications from people of all backgrounds!

Work Perks

- Flexible work options such as work from home & work from anywhere 4 weeks a year!
- Experience Intrepid with a FREE trip every year, plus an extra week of leave to enjoy it!
- E-learning & professional development, with diverse global career opportunities.
- Access to an Employee Assistance Program, a 24/7 service that offers counselling
- Support causes important to you with 20 hours of volunteer leave every year.



CIMA
Training Partner



With varying global benefits, flexibility & an incredible work culture, it's no wonder we've been awarded the honor of being a 'Great Place to Work!'

[**Apply Here**](#)

All applications must be submitted through our website above.