



Sales Admin Position North America Team - Full-time

Reporting to: North America Head of Sales
Location: Vancouver, Canada OR Minneapolis, MN

Are you passionate about the Nordic countries?
Are you creative, organized, detail-oriented, flexible, and enthusiastic?
Are you interested in a career with on-the-job training and options for advancement?
If the answer is yes, then this is the job for you!

WHO WE ARE:

- [50 Degrees North](#) is a niche, independently owned travel company
- We design innovative, authentic, and environmentally responsible Nordic travel experiences with homegrown Nordic passion and superior service

POSITION:

- Work closely with our North America sales team in arranging quality Nordic tour packages
- Book services, including excursions, transfers, trains, boats, etc.
- Communicate with our suppliers, primarily via e-mail (in English)
- Quality control of bookings and travel documents

QUALIFICATIONS

- Personal and/or professional experience with the Nordic countries preferred
- Excellent customer service skills
- Experience in the travel industry (preferred)
- Meticulous about accuracy and attention to detail
- Tech savvy, able to learn new software and booking engines

OTHER SKILLS AND ATTRIBUTES

- Independent, reliable, trustworthy, friendly, flexible
- Motivation to acquire in-depth knowledge of our destinations and our products
- Excellent organizational skills
- Enjoy working independently and in a team
- Willingness to ask whenever you don't know
- Knowledge of Salesforce CRM is a plus
- A sense of humor!

SALARY & BENEFITS

- Competitive salary package: 4 weeks paid vacation
- Flexible working environment – no weekend hours
- Positive, healthy environment with a Nordic work ethic valuing equality, opportunity, and personal/family priorities.

Please send your application and cover letter to Jayde at jk@fiftydegreesnorth.com

