

ADVENTURE  
BASE

JOIN OUR TEAM

WE'RE HIRING

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Adventure Base is an adventure travel company who build, promote and deliver trips in the mountains. We believe in great people and amazing environments. When you combine the two, it makes something extraordinary.

You will be joining a team who are hungry, dedicated and passionate about what they do and how they do it. We're about to enter a growth stage and are excitingly preparing for the challenges ahead of us. If this sounds like something up your street, now is a great time to become part of the Adventure Base family.

Please send your cover letter and CV to [charlie@adventurebase.com](mailto:charlie@adventurebase.com)

We are excited to be hiring for the position of 'Operations Executive'. This is a crucial role in providing operational and administration support to the company, our suppliers, and our guests. The role reports to the Director of Operations but will work closely with teams across the business.

Download the above job spec here

**WORK WITH US**

## ADVENTURE BASE

Applications to: [hello@adventurebase.com](mailto:hello@adventurebase.com)

### OPERATIONS EXECUTIVE

Adventure Base is an adventure travel company who build, promote and deliver trips in the mountains. We do this to both a B2B and B2C audience with aspirations to run trips all over the world across all types of environments. We believe in great people and amazing environments. When you combine the two, it makes something extraordinary.

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#### YOUR RESPONSIBILITIES WILL INCLUDE

##### DUTIES & RESPONSIBILITIES

- Ensure daily operations run smoothly
- Booking services with suppliers
- Build and maintain strong relationships with suppliers
- Arranging logistical plans for guests
- General organisation and logistics of our products
- Managing manifests
- Quality checking of bookings in advance of travel
- Work closely with Director of Operations
- Managing communication with guests and guides

##### WORKING ON KEY PROJECTS:

We don't just measure our success on how much money we make. We've got a responsibility to our people, suppliers, partners and environment. You'll work on projects to better these.

##### WHY WORK WITH US

- Join a growing and ambitious company.
- Be part of the decision making processes within a small team.
- Have the opportunity to travel and sample the products.
- Work on projects that make the world a little better.

##### WE'RE LOOKING FOR

- Someone with a keen eye for detail.
- A logical thinker
- Someone who is calm under pressure
- Someone who is service orientated

##### DETAILS:

- €23,000 - €26,000 (+bonus).
- Full Time.
- Weekends & evenings at peak periods.
- CDD contract (possible to convert to CDI)

## HOW TO APPLY:

Please send your CV and cover letter outlining your experience and why you would be a great fit for this role to [charlie@adventurebase.com](mailto:charlie@adventurebase.com).