



escape adventures

Internships

Ultimately, this internship will work closely with director of Escape Adventures and marketing manager. It will require assisting in finding new ways to increase sales for both tours locally, multi-day, and our retail shops through developing new programs, servicing current programs and accounts, and making sure that we're doing all we can to get our name out there in the best way possible while keeping company values and triple bottom line goals the primary focus.

Duties include:

- Help input customer data into database
- Help coordinate rentals with Rental Manager
- Assist Office Manager in duties such as ordering and paperwork
- Put together offers for large groups and specialty tours.
- Assist in floor sales and get to know industry products
- Help with daily bike shop duties
- Help management keep expenses within budget
- Make sure all tour contracts are complete and accurate.
- Help Arrange hotel deliveries and pick-ups for rental bikes with guides and Rental Manager
- Help in company environmental programs
- Understand POS system as to serve customers quickly and professionally
- Help design and write press releases.
- Help manage company public image.
- Work the phones. Sell day and multi-day tours continually and work with tour coordinators to make sure all procedures are being followed and follow-ups with clients is a primary priority
- Assist in creating company catalog
- Help plan promotions throughout the year.
- Help manage specialty trips and private trips. Make sure that everyone feels comfortable and looks forward to the adventure.
- Continually improve relations between the office, tour guests and guides. Work with them all to ensure a smooth tour and to make them feel comfortable.
- Ensure proper implementation of booking procedures. Learn about tours so as to be better prepared to answer guest questions
- Help guide tours if guides become unavailable. Help de-rig trips.
- Maintain vehicle appearance

Application:

All candidates must be U.S. citizens, great with people, drug-free, and must have an interest/appreciation for the outdoors.

To apply for this job, send your cover letter, resume and three reference to: Escape Adventures, 8221 West Charleston Blvd., #101, Las Vegas, NV 89117. (702) 596-2953 • (702) 838-6968 (fax)