

Action Outdoors is the UK partner of UCPA, the largest provider of adventure sport holidays in Europe. We operate under our own brand as well as UCPA. We pride ourselves on providing a fantastic customer experience from initial contact through to the completion of travel. Our style is friendly, personable but still professional.

We are a small very closely knit team with an exceptionally flat structure, so you will be contributing to all aspects of the business.

All the team are passionate about sport and the mountains, and many opportunities are made to develop skills, undertake training and just have some fun together.

Whenever possible we maximise the use of technology to provide the best service whilst remaining a lean organisation.

Action Outdoors tries to be a flexible employer, with most of the team working 4 days per week, to allow plenty of time to practise sport in the amazing place we call home. Of course, at times, we may all need to work a bit extra if the business needs some extra support.

## **Logistics/Transport Manager**

### **Job Description**

You will be the main point of contact for transfer/transport-related enquiries and you will ensure that our customers get to where they need to be!

The role will involve:

- Booking airport transfers
- Liaising with the transfer companies and transfer drivers (sometimes in French) for individual and group bookings
- Ensuring the customers have the correct information to be picked up from the airport/resort
- Proactively dealing with last minute flight changes/delays (e.g. by finding/booking alternative transfer options).
- Liaising with our sister company, Snow Express, to keep a track of the coach timings and produce/apply contingency plans for any connections if there are delays.
- Possibly Transfer driving (depending on qualifications / experience)

### **Skills**

- Excellent communication skills with a working conversational level of French
- Flexible attitude to working in an ever-changing environment
- Experience driving vans/mini buses in winter conditions

- Excellent organisational skills with the ability to prioritise tasks effectively
- Excellent problem-solving skills
- Work well under pressure with the ability to think on your feet
- Able to work independently and make decisions, but also work well as part of a team
- Confident in using Microsoft office and Outlook
- Passionate about the mountains and outdoor sports

The ideal candidate will have previously worked for a transfer company as a driver and already hold an Access au Marche for Geneva airport transfers and is now looking for opportunities within a more organisational role.

The position could be part time or full time depending upon your skill set, with the busiest day on a Saturday as most transfers are on Saturdays. In the summer months, the role is likely to be a more driving-based role with less time in the office.

Action Outdoors is based in Chamonix, France. Ideally, you will have the right to work in France via an EU passport or carte de sejour. Consideration will be given to sponsoring the visa for an exceptional candidate.

Please send your CV to us at **[info@action-outdoors.co.uk](mailto:info@action-outdoors.co.uk)**

Applications by end August 2023, though appointments may be made before this time for suitable candidates.