

Client Base Development Manager

Posted By: Travlink Employment Consulting & Travel Ltd.

Location: Vancouver

Salary: \$36.60 Per Hour

JOB ID : RJ6705342

Posting Date : 12-Nov-2025

Expiry date : 11-May-2026

Education : College/CEGEP or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

Job Description

Travlink Employment Consulting & Travel Ltd., based in Vancouver, BC, is looking for a motivated and experienced **Client Base Development Manager** to join our team. The successful candidate will be responsible for developing and maintaining client relationships, identifying new business opportunities, and supporting the company's growth through strategic marketing and partnership initiatives.

Job Details:

Onsite work: 32 hours / week

Languages: English

Education: College/CEGEP or equivalent experience

Experience: 1 year to less than 2 years

On site

Work must be completed at the physical location.

There is no option to work remotely.

Work setting: Urban area, Business ,Travel agency

Responsibilities:

Tasks Develop communication strategies

Develop policies Prepare written material such as reports, briefs, website content

Perform administrative tasks
Recruit and hire staff
Prepare reports, research papers, educational texts or articles
Advise clients on advertising or sales promotion strategies
Answer written and oral inquiries
Assist in the preparation of brochures, reports, newsletters and other material
Provide consulting services to government and other organizations
Conduct analytical marketing studies Develop portfolio of marketing materials
Conduct online marketing, E-commerce and Website promotions
Develop marketing strategies
Manage routine office functions including reception, telephone and booking appointments
Experience and specialization
Computer and technology knowledge MS Office MS Outlook MS Windows MS Excel MS Word

Work conditions and physical capabilities:

Tight deadlines
Attention to detail
Personal suitability
Client focus
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility Initiative
Judgement
Organized
Team player
Accurate
Dependability
Reliability
Integrity
Quick learner

Benefits:

Health benefits: Paramedical services coverage

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: resume@travlinkvisas.com

Posted on refugeejobportal.com