



## Client base development manager

**Posted by:** Travlink Employment Consulting & Travel Ltd.

**Posting date:** 12-Nov-2025      **Closing date:** 11-May-2026

**Education:** College/CEGEP or equivalent experience

**Language:** English

**Job location:** Vancouver

**Salary:** \$36.60 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6495128

## 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](mailto:resume@travlinkvisas.com)

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