Officer, Tour Logistics

Location: 09 Nguyen Khuyen, Hoi An Dong, Da Nang, Vietnam

Schedule: 8:00 AM - 5:00 PM, 5 days a week (3 days in the office and 2 days working from home)

Position Overview:

Next Continent is looking for a Tour Logistics Officer to join our team in Da Nang. This is a hands-on role supporting the Tour Operations team with day-to-day logistics and coordination, including accommodation, transportation, suppliers, and other tour arrangements. You will work closely with the Guest Bookings team, guides, drivers, and other teams to make sure our tours are well organised and run smoothly. This is also an opportunity to gain practical experience in tour operations and develop your skills in a fast-paced, nature-focused tourism environment.

About Us:
Next Continent is an ecotourism company offering world-class wildlife watching and photography experiences across Vietnam. We specialise in immersive, sustainable journeys that highlight the country's rich biodiversity. Our team of passionate naturalists is dedicated to conservation and committed to delivering exceptional, nature-focused adventures.

Key Responsibilities

- Coordinate tour logistics such as: book accommodation, arrange transportation, meals, equipment and all services to make sure each tour runs smoothly.
- Work closely with:

  1. The Guest Bookings person must deeply understand the guest's profile and prepare suitable arrangements for each tour.

  2. Guides, drivers, and field teams on tour-related logistics and administration.

  3. Finance team to track tour expenses and control costs within budget.

- Look for suitable new suppliers, negotiate and create a valued long-term relationship.
- Report directly to the Tour Operation Team leader and tackle other tasks or responsibilities as assigned.

Qualifications

- Fresh graduates are welcome to apply. A background in Tourism, Hospitality, Business Administration, or a related field is preferred.
- Must have access to a personal laptop for work-related tasks.
- Good communication skills in both English and Vietnamese.
- Able to organise tasks, follow up on details, and work with different teams.
- Comfortable working in a fast-paced environment and handling multiple tasks.
- Interest in wildlife, nature, or responsible tourism is a plus.

Why Join Us?

- Work with one of Vietnam's leading ecotourism companies and build a professional career with a recognised name in global wildlife tourism.
- Join a passionate, forward-thinking team working at the intersection of tourism and conservation.
- Gain unique opportunities for professional growth in the dynamic eco-tourism sector.
- Enjoy a competitive salary, meaningful work, flexible working arrangement and the chance to travel through some of Vietnam's most stunning natural landscapes.

How to Apply:

Please send your CV and a short cover letter explaining why you're applying for this role at Next Continent to **info@nextcontinent.travel**.

Apply today to become part of the Next Continent team!