

# International Challenge

## Co-Ordinator

Sept '24



**actionchallenge**  
challenge events worldwide



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challenge events worldwide

[actionchallenge.com](http://actionchallenge.com)



## About Us

# Action Challenge

**We are Action Challenge, and we bring people together through challenge & adventure.**

Since 1999 we've organised inspirational challenge events & adventures in the UK and Worldwide, for individuals to join, and for groups, companies & charities. Take on a challenge just for yourself, or link it to a special cause and fundraise – so far our events have raised over £90 million for charities. Now is the time to set new goals, to re-energise, and to get active!

We have over 40 UK & overseas challenge events that you can sign up to now – ranging from a meandering 25 km Thames Path walk, to conquering a mighty Himalayan peak. Take on an unforgettable group adventure and push yourself further! We welcome individuals, couples, or groups of – and you can self fund, or link your challenge with fundraising for a chosen charity.

Few experiences bring a group closer together than an outdoor adventure which challenges comfort zones, builds resilience & understanding, and forges respect & friendships. If you have a group, you can join one of our 40 or so scheduled events, or if you want something special – we can craft a bespoke itinerary or plan a unique challenge event to meet your objectives and get your team energised!



## **International Challenge Co-Ordinator**

**FULL TIME, PERMANENT, SE LONDON**

**We are excited to announce an opening for an Operations Executive within our International Team, at a time of significant growth for our company. This pivotal role is central to our adventure holiday operations, involving logistical coordination, partner liaison, and participant satisfaction. We're looking for an enthusiastic and organized individual, ready to dive into the world of adventure travel. Whether you have foundational industry experience or a keen eye for detail and a passion for making a difference, we encourage you to apply.**

## International Challenge Co-Ordinator

We are looking for an International Challenge Co-Ordinator to join our small team, to focus on the daily planning and smooth running of all of your international challenges, whilst continuing to build on an industry leading customer service support process. This is a varied role, ideal for someone with the relevant experience and/or 1-2 years of post University work experience in a similar role, and can demonstrate an active enthusiasm and passion for outdoor/ sporting events and travel.

### You Will Be:

- A master of organisation and communication, adept at juggling multiple tasks and solving problems with creativity and efficiency.
- A team player with a positive attitude, capable of working under pressure and motivated by a passion for adventure travel.
- Detail-oriented, ensuring accuracy in all tasks, from grammar to numbers.
- A confident communicator - with a strong ability to handle and manage customer service emails, telephone calls and enquiries.
- Customer-focused, dedicated to enhancing participant experiences, with a knack for prioritizing effectively and responding with urgency.
- Flexible and quick-thinking, with a structured approach to organization and a proactive, can-do attitude.

### Key Responsibilities:

- Daily checking of customer enquiries, answering emails, telephone calls etc.
- Update of customer records, prepare trip departure documentation, data entry
- Write accurate trip departure emails and communications to staff and participants
- Serve as the first point of contact for suppliers, charities, and customers.
- Contributing to the development of operational policies and procedures.
- Manage customer communications. Provide post-sales support.

**Location:** Based full-time at our Woolwich, London HQ. Hours: 09:00 – 17:30, Monday to Friday.

**Salary:** £25 - £27k, dependent on experience.

**Application Process:** Complete our short online form, with some general questions about yourself, your work experience history and to upload your CV.

[Complete our short online application form here >>](#)

All successful applicants will be contacted by 30th September for a first-stage interview, with a final round including a presentation on a relevant subject matter.



# Contact Us

[events@actionchallenge.com](mailto:events@actionchallenge.com)

0207 609 6695

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