

Job Title: Ecotourism Coordinator

Overview:

We are seeking an enthusiastic and well-organised Ecotourism Coordinator to support and expand the ecotourism services of Indonesia Herping Tours under PT Sejarah Alam Indonesia. The ideal candidate will manage day-to-day tour operations, help develop new and diverse tour offerings, oversee logistics, and work closely with clients, guides, and partners. This role combines administration, creative development, and occasional field guiding or travel. The Ecotourism Coordinator will play a key part in elevating the company's ecotourism portfolio and ensuring exceptional guest experiences.

Key Responsibilities:

- Manage tour operations, including scheduling, logistics, and coordination with guides, drivers, and partners
- Handle administrative tasks and oversee tour finances, budgeting, and reporting
- Drive marketing efforts and content development, with support from the creative team
- Communicate with clients, build strong customer relationships, and ensure high-quality service
- Develop partnerships with other tour operators, conservation organisations, and local communities
- Innovate and design new tour concepts, routes, and experiences to diversify offerings
- Assist in maintaining online platforms
- Occasionally guide tours or accompany trips when required
- Ensure compliance with safety standards, ethical wildlife practices, and sustainable tourism principles
- Represent PT Sejarah Alam Indonesia professionally in all interactions pertaining to ecotourism

Qualifications & Skills:

- Background in ecotourism, biology, environmental science, hospitality, or related fields (degree preferred but not mandatory)
- Experience in tourism, guiding, or outdoor activities is advantageous but not required
- Strong organisational, multitasking, and problem-solving abilities
- Good communication skills and comfortable interacting with guests, partners, and guides
- Creative mindset with interest in marketing, storytelling, or content creation
- Proactive, reliable, and able to follow up on tasks and manage multiple responsibilities
- Not forgetful — capable of keeping accurate records, schedules, and logistical details
- Open-minded, adaptable, and willing to step outside their comfort zone
- Willing to travel or participate in field-based activities when needed
- Must be fluent in Bahasa Indonesia and English
- Highly organised, literate, and comfortable with digital tools

Conditions & Benefits:

- Mostly remote/administrative, with occasional field guiding or on-site responsibilities
- Based in Bogor, with travel depending on tour schedules
- Flexible hours, as long as operational responsibilities and client needs are met
- **Base Salary:**
 - Probation Period: 1-month probation with a salary of Rp 3.000.000
 - Post-Probation: Potential salary increase up to Rp 6.000.000 within the first year, based on performance

How to Apply:

- Applications can be submitted via email to naturalhistoryindonesia@gmail.com
- Please include CV and motivation letter, along with relevant details (if any)
- There is no deadline for submission. We are on a first come first serve basis, where the earliest suitable candidates will be selected as soon as possible. Successful candidates will be informed via email.