

The journey to  
a great career starts here!



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## OPEN POSITION – GROUP PLANNING & SALES COORDINATOR

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**Status:** Permanent, Full-time

**Location:** Toronto/Montreal

**Compensation:** \$44,000.00 - \$ 45,000.00 annually

**Vacancy disclosure:** Existing vacancy

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### OUR VALUES



**WE WORK AS  
A TEAM**

with openness to the ideas and expectations of our colleagues, our customers and our client and supplier partners with a commitment to each other.



**WE ARE  
PROFESSIONALS**

on a constant quest for excellence, tackling challenges methodically, efficiently, and with integrity.



**WE GO  
BEYOND**

our responsibilities to our customers, our colleagues, society, and the environment.

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### DESCRIPTION

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The incumbent will be responsible for building group travel itineraries for tour operators globally per assigned markets and accounts. The Group Planning & Sales Coordinator will be communicating with tour operator clients during the travel planning stage, calculating pricing, and creating proposals.



Jonview values diversity in the workplace and is committed to employment equity by encouraging applications from the following designated groups: women, aboriginal peoples, persons with disabilities and members of visible minorities.

To facilitate the reading of this document, the masculine form has been retained.



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## RESPONSIBILITIES

- ❖ Contact Tour Operator clients to confirm the reception of the group travel request and the quality of their needs.
- ❖ Develop travel itineraries by researching and verifying tourist products to include within the program.
- ❖ Create quotations via our in-house system and ensure the accuracy of all data.
- ❖ Prepare and send sales proposals to clients (design itineraries, write texts, calculate estimates)
- ❖ Communicate with our clients, by phone and email, to follow up on files and sales proposals and document the results.
- ❖ Contact suppliers as needed (availability request, rates, reservation policies)
- ❖ Adjust programs and quotations as needed in order to close sales.
- ❖ Work closely with the Buying Team to meet each clients' needs.
- ❖ Ensure compliance with each supplier's terms and conditions in order to create the group booking agreement.
- ❖ Complete and assemble files in view of their operation.
- ❖ Work closely with the Operation team to facilitate the transition of the file with regards to the client needs.

## POSITION REQUIREMENTS

- ❖ Relevant education in tourism and 2-3 years of experience in the tourism industry, more particularly in a receptive.
- ❖ Very good Knowledge of Canadian and USA tourist destinations
- ❖ Mastery of the French & English language is required (both oral and written).
- ❖ Excellent computer skills (Windows environment, Word, Excel)
- ❖ Strong mathematical skills.
- ❖ Great sense of organization, autonomy, ability to work under pressure and meet tight deadlines



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- ❖ Ability to work in a team environment, meticulousness and attention to detail.
- ❖ Candidates living within 75 km of our Toronto or Montreal office will be expected to work on-site at least twice per month, with the remaining days remote, depending on team and business needs.

***AI Disclosure:** We use AI-powered tools on job posting platforms to assist in the initial screening and ranking of applications based on job-related criteria. Final hiring decisions are made by human recruiters.*

APPLY NOW: [INFO-HR@JONVIEW.COM](mailto:INFO-HR@JONVIEW.COM)



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