

The journey to
a great career starts here!

Jonview

OPEN POSITION – GROUP PLANNING & SALES COORDINATOR

Status: Temporary, Full-time

Contract: 15 months

Location: Toronto/Montreal

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.

DESCRIPTION

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.

RESPONSIBILITIES

- ❖ Contact Tour Operator clients to confirm the reception of the group travel request and



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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- 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
- ❖ Ability to work in a team environment, meticulousness and attention to detail.



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