



The journey to
a great career starts here!

Jonview

OPEN POSITION – COORDINATOR, INVENTORY

Status: Temporary, Full-time

Contract Dates: June 2, 2025 – June 2, 2026

Location: Toronto or 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 the effective management of inventory and maintaining sufficient levels of availability for the designated geographical area. The incumbent will negotiate with suppliers on securing additional space, backorders, special requests, and relocates.

RESPONSIBILITIES

- ❖ Ensure hotel inventory is monitored and analyzed promptly to maximize usage of all contracted space.



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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- ❖ Develop and maintain a solid understanding of hotel offerings, proximity/location/access, and relationships for risk assessment, proper passenger assignment, and office support.
- ❖ Develop and maintain relationships with the supplier base to support inventory purchasing.
- ❖ Retain a thorough understanding of key clients/market inventory requirements, providing the necessary extra steps to support arrangements agreed on by Jonview.
- ❖ Address clients' request for bookings when we do not have space left or availability, with a goal of a 20-hour turnaround.
- ❖ Request additional space as required at the same contract terms, to permit continued sales as it relates to suspended bookings.
- ❖ Work through and gain the best outcome for Jonview when supplier rejected a confirmed booking. Secure alternate arrangements, at no extra cost to Jonview.
- ❖ Negotiate with suppliers on Rack Rates requests, upgrades, and special requests. (Negotiation can include rates, allotment, and terms)

POSITION REQUIREMENTS

- ❖ College Diploma.
- ❖ 2 to 3 years of industry experience with knowledge of Canadian destinations.
- ❖ Knowledge of computer systems and data entry skills.
- ❖ Negotiation skills and ability to influence others.
- ❖ Good problem-solving skills. Able to make quality decisions on a timely basis; creativity; results-oriented.
- ❖ Strong communication skills, both oral and written English & French. Ability to speak clearly and professionally over the phone and in person.
- ❖ Knowledge of Microsoft Excel (intermediate level).
- ❖ Able to manage time, processes, and systems. Knowledge of the CCRS system is an asset.
- ❖ Has pertinent functional and technical knowledge; quick learner.



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APPLY NOW: INFO-HR@JONVIEW.COM



www.jonview.com



<https://www.linkedin.com/company/ionview-inc>



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