

The journey to  
a great career starts here!

Jonview

## OPEN POSITION – GROUP BUYING COORDINATOR

**Status:** Permanent, Full-time

**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

Responsible for the accurate and effective planning, loading, and costing of Jonview's restaurant and group products into our system (CCRS) as well as ensuring that Jonview has the most competitive rates, and trading conditions available on the market.

### RESPONSIBILITIES

Perform a full contracting cycle with assigned suppliers and programs:

- ❖ Acquire and negotiate the best possible rates (according to competitor and direct buy rate spread), release periods and payment terms within set deadlines (tariff, corporate, and partner) and according to the existing CCRS functionality and Jonview procedures.



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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- ❖ Re-buy as required.
- ❖ Responsible for quality control, monitoring suppliers' operational abilities.
- ❖ Document verbal agreements and follow up with written correspondence on all conversations, face to face meetings and visits with assigned suppliers.
- ❖ Ensure yearly CCRS supplier contracts are returned to Jonview duly signed.
- ❖ Maintain group loading requirements.
- ❖ Cost Jonview tour programs.

## Provide support to colleagues

- ❖ Address inquiries from Jonview departments (Groups, Product/Contracting, Costing & Planning, Sales, Reservations, Customer Service, Groups), investigate and resolve problems.
- ❖ Investigate and facilitate solutions for Accounting Verifications for Group products.
- ❖ Make appropriate checks and follow the proofing procedures to ensure absolute accuracy within deadlines, to fully transact business.
- ❖ Draft client advisements and other communication materials as required.

## Travel

- ❖ Participate in FAM trips as required.

## Other Duties

- ❖ Maintain an up-to-date knowledge of all Jonview Policies and Procedures, as well as products, tariffs, systems, clients/client needs, suppliers/supplier needs with a complete understanding of the interrelation of these matters to other Jonview departments and offices.
- ❖ Ensure Jonview service standards are maintained daily through; effective and accurate distribution of all communication; timely, accurate and detailed responses to all requests; professional, polite and friendly correspondence with clients (internal & external); personal and immediate attention to any issues; proactive customer service.
- ❖ Inform the Manager on any update about our supplier's servicing that could affect the passengers locally (road construction, strikes...). Identify affected passengers/clients, amend information in CCRS where necessary, and work with other departments on advising clients.



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- ❖ Fulfill product or project requests by the team, Manager or other corporate divisions, within specifications and deadlines.
- ❖ Assist Accounts Payable to resolve supplier invoice/payment issues and ensure corrections to the CCRS System are made, as required.
- ❖ Assist Customer Service with client/passenger servicing issues as they relate to your suppliers.

## POSITION REQUIREMENTS

- ❖ College Diploma.
- ❖ 2 to 3 years at Jonview or relevant Industry Experience.
- ❖ Knowledge of computer systems and data entry.
- ❖ Strong verbal and written communication skills in English.
- ❖ Knowledge of an additional language (French / Spanish / Italian / German / Dutch) is an asset.
- ❖ Negotiation skills and influencing others.
- ❖ Costing, CCRS knowledge is an asset.
- ❖ Ability to explain complex situations to others.
- ❖ Good problem-solving skills. Able to make quality decisions and on a timely basis; creativity; results-oriented.
- ❖ Mathematical skills.
- ❖ Knowledge of Canadian destinations.
- ❖ Accurate and detail-oriented.
- ❖ Able to manage time, processes, and systems.
- ❖ Computer literacy, organizational and project management.
- ❖ Accuracy in data loading.
- ❖ Has pertinent functional and technical knowledge; quick learner.



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



[www.jonview.com](http://www.jonview.com)



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



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