

The journey to
a great career starts here!

Jonview

OPEN POSITION – RESERVATIONS AGENT (10-MONTH CONTRACT)

Status: Temporary, Full time

Starting Salary: \$43,500.00/yr

Vacancy Disclosure: Existing vacancy

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 processing FIT reservation requests from our customers, responding to requests for information on products, and treatment of some complaints.

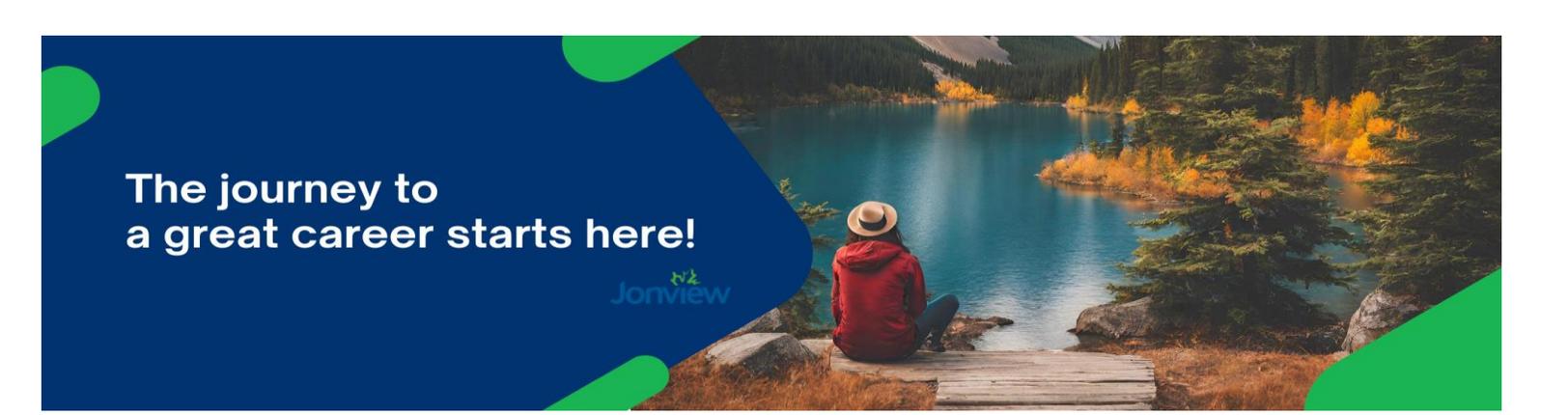
RESPONSIBILITIES

- ❖ Process new reservations, cancellations, and amendments to existing reservations



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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- ❖ Create, recommend, and suggest itineraries
- ❖ Respond to queries regarding itinerary products and services from clients, and suppliers
- ❖ Build relationships with key clients
- ❖ Maintain a high level of Canadian Tourism product and geographical knowledge of Canada
- ❖ Proof reservations to ensure the accuracy and smooth running of booked itineraries
- ❖ Respond to complaints post travel
- ❖ Assist in the completion of any projects, as assigned

POSITION REQUIREMENTS

- ❖ Post-Secondary School Education
- ❖ 3 years of Tourism experience
- ❖ Excellent knowledge of major tourist destinations across Canada and the USA.
- ❖ Ability to work under pressure and multi-task
- ❖ Strong attention to detail and autonomy
- ❖ Dedicated to a high level of customer service
- ❖ Able to plan, organize and set priorities & manage processes
- ❖ Effective oral & written communication in English is a must
- ❖ Effective oral & written communication in French, German, Portuguese or Spanish is an asset

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.



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APPLY NOW: INFO-HR@JONVIEW.COM



www.jonview.com



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



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