

The journey to  
a great career starts here!



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## OPEN POSITION – TEAM LEAD, GROUP PLANNING & SALES

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**Status:** Permanent, Full time

**Location:** Toronto/Montreal

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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.

### DESCRIPTION

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The incumbent will be responsible for assisting the Supervisor, Group planning & Sales and also for assisting team members per assigned markets and accounts while being in charge of some key clients' accounts. (Costing & Sales, Clients follow up). Responsible for ensuring the Group Planning & Sales Team provides high-quality services, which meet the needs of both internal and external clients for the costing & Sales of group files.

### RESPONSIBILITIES



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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- ❖ Support the supervisor in training/development of employees in relation to their tasks and the application of company policies/procedures.
- ❖ Provide assistance to the team in planning itineraries and creating group quotes.
- ❖ Support the coordinators in their daily tasks.
- ❖ Continuous improvement of work methods that enhance the quality of the client experience, while maximizing sales, profitability and quotes request management.
- ❖ Collaborating with team and management for procedure manual updates & marketing tools.
- ❖ Assist the team in client's communications and follow-up (client phone meetings as needed).
- ❖ Meet clients on site (fam trips, site inspection trips, meetings).
- ❖ Participate in trade shows as needed.
- ❖ Ensure client's follow-up for all new client accounts (in pair with Management).
- ❖ Assist the supervisor in managing and monitoring Group requests by market segment.
- ❖ Management of key client's accounts (Costing & Sales)
- ❖ Assist team in problem-solving related to costings, sales and system (in pair with Management).
- ❖ Follow up on all proposals sent and document the results (in pair with Management).

## POSITION REQUIREMENTS

- ❖ College diploma in administration or tourism or relevant experience in the travel industry, more particularly in a receptive.
- ❖ Very good Knowledge of Canadian and USA tourist destinations
- ❖ Excellent computer skills (Windows environment, Word, Excel)
- ❖ Strong verbal and written communication skills in English with internal and external clients and customer service skills.
- ❖ Mastery of the French language is required (both oral and written). Knowledge of a 3rd language (Spanish / Italian / German / Dutch) is an asset.
- ❖ Strong mathematical skills.



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- ❖ 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.

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



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



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