

The journey to
a great career starts here!



OPEN INTERNSHIP POSITION – PRODUCT INTERN

Status: Temporary, Part-time

Contract Dates: Starting in May 2026 (4 months)

Location: Toronto

Internship Position: Unpaid
(Educational Placement)

Vacancy: This is for an existing vacancy within our Product department

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.

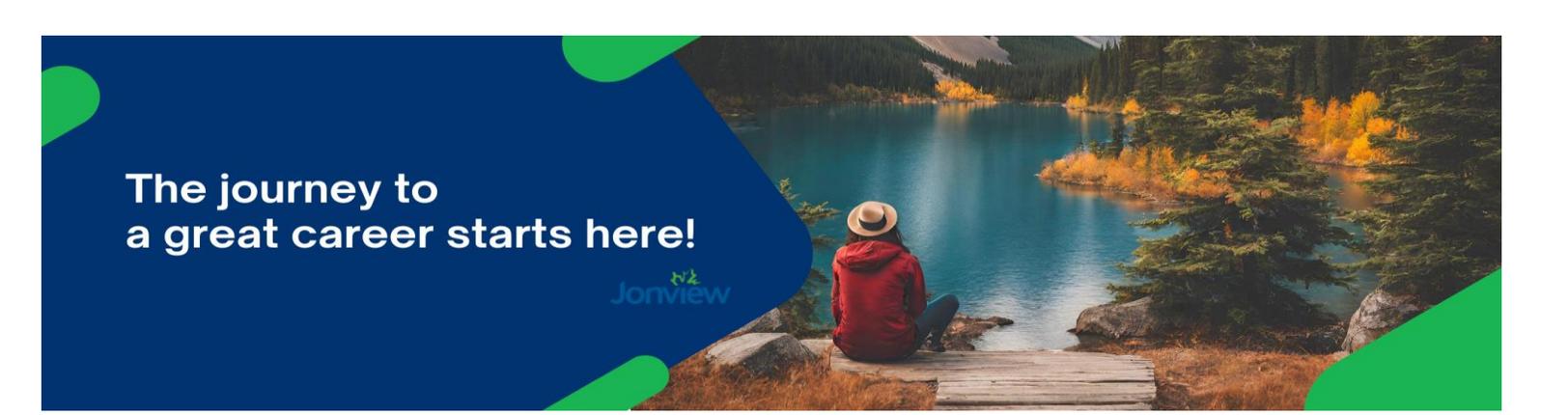
DESCRIPTION

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 relocation. The incumbent will prepare pricing and detailed product information for Jonview's suppliers.



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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RESPONSIBILITIES

- ❖ Assist with the detailed proofing of the online tariff to ensure accuracy and consistency.
- ❖ Research and verify missing hotel information (e.g., number of floors, elevator availability, room sizes) to support accurate product data.
- ❖ Update and maintain the wheelchair accessibility chart to ensure current and reliable accessibility information for all properties.
- ❖ Develop and maintain a solid understanding of hotel offerings, proximity/location/access, and relationships for risk assessment, proper passenger assignment, and office support.
- ❖ Assisting our product team with the online tariff
- ❖ Working on sustainability project
- ❖ Sending requests to our suppliers for updated images and features
- ❖ Entering supplier reporting confirmations into the system
- ❖ Entering missing geocodes
- ❖ Various projects for all 3 departments (Product, Packaging, and Supplier Reporting), other departmental projects as required.

POSITION REQUIREMENTS

- ❖ Language: English. Other languages are an asset
- ❖ 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). Ability to speak clearly and professionally over the phone and in person.
- ❖ 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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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.

APPLY NOW: INFO-HR@JONVIEW.COM



www.jonview.com



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



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