



101 Duncan Mill Road, Suite 500
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wynfordtwg.com

About Us

Wynford is a brand experience company with a focus on experiential events, strategic communications & engagement, creative & event production, and incentive travel - delivering best in class experiences around the globe for our clients and their attendees. Wynford partners with Fortune 100 and emerging market clients to strengthen their cultures and drive results through the power of transformational live and digital events and experiences. These include customized incentive travel programs, conferences, experiential workshops, product launches events, and all things in between. Our Head Office is in Toronto, ON. Visit us at www.wynfordtwg.com for more information.

At Wynford we are passionate about the work that we do, and the clients that we partner with.

About the Opportunity

This is a full-time position with the flexibility to work in a hybrid manner (this hybrid arrangement is open for discussion). Reporting to the Manager, Planning (Sourcing & Product Buying), the **Product Buyer** partners with Wynford's sales team to build proposals for our clients through expert knowledge of global programs and strategic sourcing capabilities in the global incentive travel and events industry. The Product Buyer is a strategic thinker with a creative vision for new and immersive global experiences and thrives on working with local DMCs and hotels across the globe to create customary proposals to excite and attract clients.

What You Bring

- Completion of a degree/diploma. Post-secondary education in business, event management or another relevant field.
- 5+ years of experience in the global Meetings and Incentive Travel Industry
- 3+ years in a strategic sourcing and pre-sale planning position where you create global incentive travel programs by partnering with international hotels and DMCs
- Working knowledge of domestic and international hotels and DMCs, including overall capabilities/range of services
- 2+ years of experience sourcing and negotiating terms and conditions for hotel meetings and event contracts
- 1+ years of CVENT sourcing experience
- Google Suite, Microsoft Office, CVENT (Sourcing) experience
- Technically savvy, with the ability to adapt to new technology
- A solid understanding of accounting principles. This includes knowledge of financial statements, budgeting, and financial reporting
- Strong ability to build and maintain lasting client relationships
- Strong understanding of the client experience and program design
- Well-versed in best practices in planning within a third-party supplier environment
- A strong understanding of ethical principles and regulatory requirements. This includes knowledge of financial regulations and the ability to maintain the highest ethical standards
- Demonstrated commitment to continuous learning to enhance product knowledge
- While this is not an operational role, experience in meeting management and onsite is an asset
- Ability and availability to travel and attend FAM trips, tradeshow and supplier events is an asset;



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What You'll Do

- Demonstrate and apply a strong understanding of the planning (Product Buyer) role and product knowledge
- Lead the pre-sale sourcing & contracting process on both new and existing business by working closely with the Sales Director and own files through to contract completion and turnover;
- Lead suppliers and internal project teams members to meet timelines and deliverables, which include ad hoc requests;
- Act as a subject matter expert on destinations and site options globally;
- Build accurate RFP's, program grids and room blocks as a foundation for each opportunity/program.
- Review hotel proposals for accuracy and completeness and summarize availability details concisely
- Source and gather all supplier information necessary to build compelling, best-in-class proposals
- Create cost estimates and initial program budgets leveraging quotes and industry experience;
- Identify and manage financial risks. This involves understanding risk management techniques and making informed decisions based on risk assessments and liability
- Negotiate supplier contracts, ensuring the best possible price, space, and concessions;
- Ensure the successful communication to all relevant parties of program expectations, effort, deliverables, and follow-up post-pre-sale concept approvals;
- Organize supplier contracts and proposals for handover to the Operations team who execute the program;
- Keep abreast of industry standards and trends related to responsibilities;
- Develop and maintain supplier relationships;
- Anticipate customer needs, empathizing with their concerns, and communicating effectively to resolve any issues

Who You Are

- Demonstrated creative flair
- Strong communication skills (verbal, written and listening skills)
- Strong interpersonal skills; effectively can handle situations of conflict with tact and diplomacy
- Exceptional ability to prioritize and manage multiple tasks simultaneously.
- Enthusiastic about the travel industry
- A quick and creative problem solver
- Flexible and agile, remaining open to new ideas and ways of working at all times
- Great at multitasking while maintaining attention to detail and meeting deadlines
- High paced and deadline-driven
- High level of responsibility for accuracy of work
- Works collaboratively and cross-departmentally

What We Offer at Wynford:



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Total Compensation: Competitive salary with a comprehensive benefits package.

Dog-Friendly Office: Bring your furry friend to work for good vibes.

Time Off: Enjoy paid time off, including a winter holiday closure, birthday off, and additional personal time.

Professional Development: Access monthly training, industry memberships, and learning opportunities.

Wellness: Benefit from health & dental plans, fitness discounts, and an annual stipend for your wellness needs.

Bonuses & Incentives: Participate in a company-wide bonus structure and recognition programs like the DarWyn Awards.

Extra Perks: Enjoy discounts on activities, retail stores, team lunches, and fun off-site gatherings to keep the team spirit high.

Send Us Your Resume!

Interested applicants should send their resume and cover letter to jobs@wynfordtwg.com. **In your cover letter please tell us why this opportunity is interesting to you.**

We wish to thank all applicants in advance for your interest. Only those candidates selected for an interview will be contacted. Wynford is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process.

We value the diversity of the people we hire and serve. Diversity at this organization means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.
