**Export Manager:**

**Coil Care**

**1574 Eagle St. N,**

**Cambridge, ON**

**Permanent, Full Time (40 hrs per week)**

**Job Requirements:**

* Bachelor’s degree preferably in Law or Finance
* 3 years relevant experience minimum
  + Knowledge or expertise in making business contracts in the middle east
  + Familiarity with custom regulation in the middle east export/ import
  + Knowledge of issuing and cashing letter of credits as a method of international payment.
  + Steel expertise in one or more of these areas (Sale, Fabrication or Manufacturing).
  + Familiarity with metric system schedules/ codes in steel fabrication in the middle east.
* Languages: English but knowledge of Arabic an asset

**Duties:**

1. Understand sales agreements made by sales engineer with overseas clients and formalise them into written contracts that clearly record the terms and conditions.
2. Review with clients the details of the contract and communicate with the clients bank to issue a letter of credit that dictates the intermediate bank pays our bank in Canada when conditions are met.
3. Connect with Trucking companies/ Ocean container line companies and select the most cost effective.
4. Completing export paperwork relating to Canadian Customs clearance, drafting packing slips with detailed descriptions for shipping companies.
5. Reviewing and approving draft bills of lading issued by Ocean shipping companies and making the necessary adjustments to comply with specifics mentioned in the letter of credit issued by the client bank.
6. Communicating with banks as necessary to exchange documents and release payments.
7. Assisting client’s custom clearance agent overseas and providing any additional documents/ certificates that may be required.
8. Following up with clients to resolve product and service-related problems.
9. Supervise sales technicians and other staff.

$28.00 per hour.

How to Apply:

By Email: [opportunities@coilcare.ca](mailto:opportunities@coilcare.ca)