

**Employer:** C & M Tile and Granites  
**Position:** Manager of International Business (Permanent)  
**Location:** 565 Eleventh Avenue, Thunder Bay, ON P7B 2R5  
**Work Schedule:** 80 hours, bi-weekly

**Duties and Responsibilities:**

- Conduct ongoing product research: knowledgeable on globally available products (including quality and quantity), product innovation, and suppliers (availability, quality, and reliability),
- Conduct ongoing market research: knowledge of global market pricing, availability, and current consumer trends,
- Maintain and build relationships with suppliers through correspondence, interviews, and site visits,
- Attend meetings, tradeshow and conferences to keep abreast of the trends and network with suppliers,
- Negotiate with vendors for required materials,
- Possess knowledge of delivery systems and importing and exporting regulations,
- Organize and plan all the logistics required to efficiently import goods into Canada and export into the United States of America and troubleshoot any problems,
- Ensure that materials are available for sales and production by monitoring inventory and managing ordering and delivery services,
- Maintain records of pricing, inventory, and product quality,
- Understand and ensure adherence to contracts, and recommend alterations to contracts as necessary,
- Provide business communication services in Italian,
- Communicate with Joint Venture Partners in Italy,
- Provide drafting services utilizing AlphaCam to support the production line and to develop products with foreign suppliers, and
- Perform sales duties as required.

**Qualifications:**

- Proficient communication skills in English (written and verbal),
- Superior communication skills in Italian (written and verbal),
- Experience or demonstrated education and training in: international markets, international finance, international marketing management, international negotiations, international business law and trade agreements,
- Min. one-year experience managing the procurement and importing of products into Canada,
- High level of competency with natural stone, quartz, and other hard surfaces,
- Certified training in AlphaCam,
- Experience working in manufacturing facility,
- Computer skills e.g. email, spreadsheets, documents,
- Valid Driver's License.

**Remuneration:** Gross Annual Salary \$43,000.00