

We're looking for an experienced Managing Director of International Sales to join our company.

Location of work: Calgary, Alberta

Business Address: Bay "A" 5516 40 St SE, Calgary, Alberta, T2C 2A1

Language of Work: English

Work Location Information: Relocation costs covered by employer

Job Duties:

- Plan, administer and control budgets for client projects, contracts, equipment and supplies
- Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services
- Plan, organize, direct, control and evaluate the operations of a department providing a single administrative service or several administrative services
- Prepare reports and briefs for management committees evaluating administrative services
- Direct and control corporate governance and regulatory compliance procedures within the establishment
- Interview, hire and provide training for staff
- Contact known purchasing personnel who have the budgetary power to purchase TechWest equipment
- Provide a weekly log to management of personnel contacted and their responses

Work Conditions: Work under pressure and attention to detail

Personal Suitability: Accurate, Organized, Flexibility, and Team Player

Skills Required:

- Education: Bachelor's degree
- Work Experience: 5 years or more

Terms of Employment:

- Permanent, Full-Time
- 40 hours/week

Wage: \$51/hour

Benefits: Disability benefits, Group insurance benefits

Security and Safety: Criminal Record Check

How to apply: Please send a cover letter and resume to the following email address:
bkrebs@techwesttools.com