

- assessing the suitability, financial security and stability of such local firms through securing bank reports, checking with local trade associations, visiting the firm itself, and drawing on any other contacts which may provide information of use to the Canadian firm,
- compiling and classifying the above information for use in maintaining the post's importers' directory,
- identifying local government tenders of special interests to Canadian suppliers,
- identifying and recommending sources of supply to Canadian importers,
- investigating complaints received from Canadian exporters against local importers by means of direct approaches to the local firm, trade association or government officials concerned, whether by telephone, personal visits or correspondence, with a view to determining the cause of the complaint and seeking possible solutions on behalf of the Canadian firm,
- ensuring that the Canadian Courier mailing list is kept up to date and all additions, deletions and amendments are entered and by answering all enquiries emanating from this trade journal.

(6) Performs other duties and services such as researching drafting, and preparing reports and/or replies as required. 5%

INCUMBENT

SUPERVISOR

DATE

DATE