Import/Export Careers

A guide for newcomers to British Columbia
1. Working as an Importer or Exporter [NOC 6411 & 6221]

Job Description

Importers buy goods from other countries and bring them into Canada. Exporters sell Canadian goods to customers in other countries.

As an importer and exporter you perform the following duties:

- Arrange for the shipment of products into and out of the country
- Research Canadian and foreign suppliers, markets, and trends
- Ensure distribution of goods to retailers and other clients
- Estimate or quote prices and delivery dates
- Complete bookkeeping and related clerical duties
- Understand and obey international trade laws

Source: Career Cruising (Profile for Importer/Exporter)
Available from the VPL Digital Library | Explore our Digital Library page http://www.vpl.ca/digital-library/career-cruising

Industry Overview

International trade is an important part of British Columbia’s economy. The province is ideally positioned to do business with many large global markets within the Asia-Pacific region and the United States.

Canada and the United States are the largest trading partners in the world, with nearly two billion dollars in goods and services crossing the border each day. China is British Columbia’s second largest trading partner.
The import/export sector includes a wide range of industries and careers. You can find career opportunities in marketing, sales, brokerage, and management.

Import/export professionals are employed by a variety of firms such as trading houses, importers and exporters, manufacturers, customs brokers, freight forwarders and transportation providers.

Knowledge of more than one language can help you find employment.

Sources:
- Employment and Social Development Canada
- Career Cruising

**Job Outlook in BC**

**Sales Representative – Wholesale Trade (Non-Technical) (NOC 6411)**
Including import and export sales representatives

<table>
<thead>
<tr>
<th>Expected annual demand growth</th>
<th>Job openings (2014-2024)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2% rate (2014-2024)</td>
<td>7,920</td>
</tr>
</tbody>
</table>

Occupation Outlook for B.C.:
- % of job openings from replacement: 68%
- % of job openings from expansion: 32%
- Average annual growth rate of employment (2014-2024): 1.2%

Chart from WorkBC
Technical Sales Specialists – Wholesale Trade (NOC 6221)
Including import and export sales specialists

1.3% Expected annual demand growth  4,180 Job openings (2014-2024)

Occupation Outlook for B.C.:
% of job openings from replacement  72%
% of job openings from expansion  28%
Average annual growth rate of employment (2014-2024)  1.3%
Expected cumulative job openings (2014-2024)  4,180

Chart from WorkBC

The Regional Employment Projections for 2010-2015 provides job opening projections for Sales representatives, wholesale trade (including import/export) within these BC regions:

<table>
<thead>
<tr>
<th>Region</th>
<th>2010 Estimated Employment</th>
<th>2015 Estimated Employment</th>
<th>Avg Annual % Change, 5 Years, 2010 to 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vancouver Island</td>
<td>2,170</td>
<td>2,350</td>
<td>1.6%</td>
</tr>
<tr>
<td>Lower Mainland / Southwest</td>
<td>13,830</td>
<td>14,780</td>
<td>1.4%</td>
</tr>
<tr>
<td>Thompson-Okanagan</td>
<td>1,600</td>
<td>1,710</td>
<td>1.4%</td>
</tr>
<tr>
<td>Kootenay</td>
<td>380</td>
<td>450</td>
<td>3.9%</td>
</tr>
<tr>
<td>Cariboo</td>
<td>460</td>
<td>500</td>
<td>1.7%</td>
</tr>
<tr>
<td>North Coast &amp; Nechako</td>
<td>210</td>
<td>270</td>
<td>6.2%</td>
</tr>
<tr>
<td>Northeast</td>
<td>240</td>
<td>250</td>
<td>0.4%</td>
</tr>
</tbody>
</table>

Source: Regional Employment Projections, BC Stats. Projections for development regions.  
You can learn more about working in the import/export industry in BC from:

- **WorkBC, Career Profiles** [http://workbc.ca/Careers](http://workbc.ca/Careers)
  Search: 6411 (Sales Representatives- Wholesale Trade) or 6221 (Technical Sales Specialists – Wholesale Trade)
- **Career Cruising** (Profile for Importer/Exporter)

**Types of Employers**

Import/export professionals work for many types of businesses including:

- Wholesalers
- Manufacturers
- Transportation companies
- Import or export firms

You may also be self-employed.

**Salary**

In BC the average annual salary is:

- $53,000 to $66,000 for sales representatives - wholesale trade
- $66,000 to $95,000 for technical sales specialists

Your salary depends on the type of product imported or exported, employer and experience.

If you are self-employed you can bring in gross revenues of $30,000 to $200,000 a year. However, you have to deduct the costs of doing business from this money.

Sources: *Career Cruising* & WorkBC
Job Bank Canada provides hourly wages for **Sales Representatives Wholesale Trade** within BC regions:

<table>
<thead>
<tr>
<th>Location</th>
<th>Low</th>
<th>Median</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>British Columbia</td>
<td>11.54</td>
<td>22.04</td>
<td>37.50</td>
</tr>
<tr>
<td>Cariboo Region</td>
<td>11.54</td>
<td>22.04</td>
<td>37.50</td>
</tr>
<tr>
<td>Kootenay Region</td>
<td>10.25</td>
<td>19.24</td>
<td>47.30</td>
</tr>
<tr>
<td>Lower Mainland - Southwest Region</td>
<td>11.54</td>
<td>22.12</td>
<td>38.46</td>
</tr>
<tr>
<td>Thompson–Okanagan Region</td>
<td>13.00</td>
<td>20.51</td>
<td>36.06</td>
</tr>
<tr>
<td>Vancouver Island and Coast Region</td>
<td>12.00</td>
<td>20.67</td>
<td>37.50</td>
</tr>
</tbody>
</table>


Job Bank Canada provides hourly wages for **Technical Sales Specialists** within BC regions:

<table>
<thead>
<tr>
<th>Location</th>
<th>Low</th>
<th>Median</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>British Columbia</td>
<td>13.80</td>
<td>23.20</td>
<td>41.35</td>
</tr>
<tr>
<td>Lower Mainland - Southwest Region</td>
<td>13.00</td>
<td>24.00</td>
<td>45.67</td>
</tr>
<tr>
<td>Thompson–Okanagan Region</td>
<td>13.80</td>
<td>23.20</td>
<td>41.35</td>
</tr>
<tr>
<td>Vancouver Island and Coast Region</td>
<td>13.80</td>
<td>23.20</td>
<td>41.35</td>
</tr>
</tbody>
</table>


**Working Hours**

You generally work a standard Monday to Friday work week. However, when dealing with people in different time zones you may have to work evenings or in some cases very early in the morning in order to speak to these people during their business hours.
2. Skills, Education and Experience

**Skills**

- strong written and oral communication skills
- good at problem solving and creative thinking
- decision making ability
- good math skills
- entrepreneurial skills
- ability to work under pressure
- basic accounting and/or bookkeeping
- good interpersonal skills
- strong organizational abilities
- negotiation abilities
- knowledge of more than one language

Sources: Career Cruising & WorkBC

**Education and Experience**

Completion of secondary school is required.

Some employers may also require:

- A university degree or college diploma in business administration
- Experience in sales or in an occupation related to the product being imported/exported
- Fluency in a foreign language and/or foreign country work or travel experience

**Qualifications**

*This occupation is not regulated in British Columbia.*

There are no mandatory requirements for licensing or professional certification in order to work as an importer or exporter in BC.

Last updated: January 8, 2015
3. Finding Jobs

You’ll find job advertisements in local newspapers, trade journals, and electronic sources.

**Local Newspapers**

You can look at the *Vancouver Sun & The Province* at Vancouver Public Library for free. Check the job postings daily and the careers section in the *Vancouver Sun* on Wednesdays and Saturdays and in *The Province* on Sundays.

**Job White Pages**

- Available in print at the Central Library or online at [http://www.vpl.ca/digital-library/jobfreewaycom](http://www.vpl.ca/digital-library/jobfreewaycom)

**Online Job Postings**

- **BCJobs.ca**
  [http://www.bcjobs.ca/](http://www.bcjobs.ca/)
- **Indeed.com**
  [http://www.indeed.ca/](http://www.indeed.ca/)
- **Neuvoo.ca**

**Professional Associations’ Career Resources**

- **Canadian Manufacturers & Exporters Careers**
  [http://www.icme.ca/](http://www.icme.ca/)
Identifying the Right Position

When you browse job advertisements, you’ll find a range of different job titles that are relevant.

For import and expert professionals, look for these related job titles

- Sales and marketing representative – import/export
- Export/import coordinator
- International trading representative
- International sales manager
- Export/import customer service rep
- Exporter/importer

Creating a List of Potential Employers

You can use directories to produce lists of potential employers. Contact them directly to find out if they’re hiring.

- Canadian Association of Importers and Exporters: Membership Directory
  Available at the Central Library
  382.5025 C21m
- Canadian Importers Database
  Provides company name only
Reference Canada

http://www.vpl.ca/digital-library/reference-canada

Click on “Start Search” beside Canadian Businesses, then select the “Advanced Search” button. Select both "Keyword/SIC/NAICS" under Business Type and "City" under Geography. In the top search box enter “import” and click SEARCH. Select the appropriate headings. Lower down, select the Province, choose the cities, and click the "View Results" button.

NOTE: You can access this database from a Library computer. If you are using a computer from outside the Library, you will need a Vancouver Public Library card to login to this database. After clicking on the database name, you will be asked to enter your library card number and PIN (usually last four digits of your telephone number).
4. Applying for a Job

In Canada, employers usually expect to receive a resume (curriculum vitae) and a cover letter. These should identify the position you are applying for and summarize your relevant experience.

Use the library catalogue, [http://vpl.bibliocommons.com/](http://vpl.bibliocommons.com/) to find books on writing resumes and cover letters specific to your industry.

To learn about applying for jobs in Canada, use the following guides which are available in print at the Central Library or online:

- **Writing Resumes and Cover Letters**
  Go to [http://skilledimmigrants.vpl.ca](http://skilledimmigrants.vpl.ca)  
  [Search Writing Resumes and Cover Letters]

- **Getting Canadian Work Experience**
  Go to [http://skilledimmigrants.vpl.ca](http://skilledimmigrants.vpl.ca)  
  [Search Getting Canadian Work Experience]

- **Networking for Employment**
  Go to [http://skilledimmigrants.vpl.ca](http://skilledimmigrants.vpl.ca)  
  [Search Networking for Employment]

- **Learn More About Working in BC and Canada**
  Go to [http://skilledimmigrants.vpl.ca](http://skilledimmigrants.vpl.ca)  
  [Search Learn More About Working in BC and Canada]
5. Getting Help from Industry Sources

**Industry Associations**

Associations for import and export professionals in BC and Canada can provide information and assistance. Registration and fees may be required for membership.

- **Canadian Association of Importers and Exporters (IE Canada)**
- **Canadian Manufacturers and Exporters**
- **Trade and Invest British Columbia**
  BC’s official international trade and investment website.

**Industry Journals**

Search the Vancouver Public Library catalogue for journals related to your profession. Examples at the Central Library:

- **Canadian Transportation & Logistics**
  Available at the Central Library or online at [http://www.ctl.ca/](http://www.ctl.ca/)
- **Export Wise**
  Available at the Central Library or online at [http://exportwise.ca/](http://exportwise.ca/)

Questions? Please ask the Information Staff in the Central Library, Vancouver Public Library or telephone 604-331-3603.

*Please note that the information in this guide is also available online through the Skilled Immigrant InfoCentre website at* [http://skilledimmigrants.vpl.ca/](http://skilledimmigrants.vpl.ca/).