



## Job Description

TORBSA is a Shareholder-owned Canadian Buying Group of Independent Building Material Dealers established in 1966. The Group's focus is to offer the independent business, whether it is Commercial or Specialty Dealer or Lumber Yard, a transparent, low-cost, and relationship driven choice. It is the Group's collective buying power that allows us to develop, negotiate and facilitate opportunities to grow the Shareholders' Business.

### Job Opportunity

#### President

Under the supervision of the Board of Directors, the President will be responsible to continue to grow TORBSA's Branding across the Canadian marketplace. As the President, your duties will also include the facilitation of selected communications and job responsibilities, as outlined below:

#### Role

- Oversee Management of the Head Office Staff
- Promote mission and values of the organization
- Solicit, establish, and maintain business relationships with prospective independent building material dealers to generate growth of the group across the Canadian marketplace
- Support the existing Shareholders
- Participate in trade shows and conventions related to the building or construction sectors
- Manage the TORBSA Website
- Develop and maintain Vendor Relationships
- Facilitate ongoing Negotiations on behalf of all Shareholders
- Co-ordinate Shareholder and Corporate Meetings to share best practices and build both Shareholders and Vendor Relationships
- Implement all decisions of the Board and Shareholders, reporting progress and status on a timely basis
- Make recommendations and provide leadership to the Board and Shareholders, to enable TORBSA to achieve its corporate goals
- Act responsibly and professionally when carrying out duties of the President

#### Skills

- Undergraduate degree preferred - preference given to studies in engineering, sales and marketing
- 10 - 15 years of direct work experience in the building material sector
- Excellent organizational, strategic, planning and implementing skills that will benefit each member as well as the Group as a whole
- Strong presentation, communication and written skills are considered a valuable asset
- Ability to speak French is an asset
- Must be computer literate, with knowledge of Microsoft Access, Word and Excel
- Ability to become proficient in the management and modification of the Group's website
- Excellent negotiation skills are highly desired
- Knowledge of building materials and the building material industry
- Knowledge of buying groups and how they function in our marketplace is essential
- Must possess a willingness to travel relevant to the growth aspirations of TORBSA
- Proven abilities to develop and maintain excellent internal and external relationships with the staff of TORBSA, the Shareholders of the Group and all vendors that make TORBSA the success it is

**Compensation and Benefits**

- Wages - Competitive wages based on the market and experience
- Benefits – Health, Dental and Retirement Savings

Please email resume to [cindy@torbsa.com](mailto:cindy@torbsa.com)