

## **Application form for IQC agents/employees**

As evaluation, applicant for IQC agent job must comment each steps of the following document. The candidate must explain his understanding and his ability to do each task. Personal comments are welcome. You have to read the entire document, and to understand it, before writing your comments. Also check with our web site for more understanding about IQC job. Send this document to [info@iqcdirect.com](mailto:info@iqcdirect.com) with a short presentation to valid your application. IQC's human sources department will contact to you shortly. Thank you.

### **1-What is IQC?**

International Quality Control (IQC) helps factories and stores from all over the world to do business overseas. IQC is the voice, the ears and the eyes of their clients. IQC is mandated by their customers to do purchasing and controls. IQC protects the interest of its client in their purchasing.

#### ***Please comment:***

International Quality Control (IQC) helps factories and stores in obtaining products from Asia and elsewhere. IQC does the research of specific products and factories and assists to the development of new products. IQC also takes care of all orders and shipping if needed. For companies who already do business with oversea's suppliers, IQC can visit and audit to the suppliers, insure quality control and prepare progress reports of the orders. IQC can go to the factories and do control of quality on merchandise during the production or before shipping.

#### ***Please comment:***

### **2-How to become IQC agent?**

- You must have the required qualities. (See bellow).
- You must submit your proforma resume.
- You must provide a commercial address: For all your IQC mail, deliveries and shipping. This address will figure on your business card and on the IQC Web site. Sometimes, merchandise may be stored at this address. It is also possible that some customers or suppliers show up to this address. A sign of IQC (+/-21cm X 28cm) may be installed near by the door.
- IQC agent as to be considered as a part time job for your beginnings. So, you must already have another incoming with a large flexibility of schedule to have time for IQC at anytime when it is required by your tasks.

#### ***Please comment:***

### **3-Main qualities:**

A good agent needs to be update with the commercial environment. He must know a lot about products, stores and factories of his country. The agent has many notions in manufacturing processes, reading drawings and specification sheets...

*Please comment:*

### **4-Communications:**

The information's exchange is one the first quality of the agent. The agent must speak and write very good English. This one must have a daily access to internet and check to his emails everyday and never delay any communications. He must be able to print, scan and send files and pictures by himself. The agent must keep all information and communication's reports in an organized way. The agent has to write detailed reports of each job, including listing of communications and pictures. Those reports may have between 5 to 20 pages. The agent must have a 24h/24 operating mobile phone.

*Please comment:*

### **5-Understanding of the selected product.**

It is very important that the agent knows the product very well to make the proper researches, the presentations to the potential suppliers and the quality control.

In some occasions, the product can be out of the knowledge field of the agent. It is up to the agent to source the information and to learn everything about the product.

The agent may also require the services of professional assistances as per engineers and laboratories. The agent has to get himself the proper help. If such help is necessary, IQC will agree to pay the professional charges.

*Please comment:*

### **6-Sales:**

IQC is not a retailer or a buyer. IQC's main task is to be the intermediary in between the customers and the suppliers (factories).

The IQC agent must constantly promote his company and get more customers. The agent must visit to all the concerned exhibitions and fairs in his country (and sometimes elsewhere) to distribute business cards and to talk about IQC's services. He must introduce himself to the buyers from other countries. He must be update in all the good potential products and factory's overstocks. He also assists to every concerned seminary.

The agent must always have in mind new ways to grow with the company...

*Please comment:*

## **7-Personality:**

The IQC agent is a charming, wise and reliable person. He must be an excellent negotiator. He must get the sympathy and the trust of the factories and the customers. The IQC agent is always invited to be a member of the business committees and associations. The IQC agent is a good guest in all business dinners and seminars.

*Please comment:*

## **8-Negotiations:**

Notions in marketing, sales and international exchanges are welcome for the IQC agent. The agent must understand that a long term business relationship with his suppliers and customers is the main goal of IQC. The IQC agent understands the negotiation's processes and he always focus on the best of interest for IQC.

*Please comment:*

## **9-Hospitality and traveling:**

The agent must be prepared and legally capable to travel in other countries for IQC's business. Valid passport and Visas must be updated at anytime

The agent is the host of all IQC's staff, customers and relatives for his country. The agent must be very good in public relations. He must take care of his guests by giving his best assistance for, booking hotels, transportations, translations, guiding and visiting ...

*Please comment:*

## **10-Schedule of working:**

At the beginning, the IQC agent's job may be a part time job. But the agent is also on duty 24hours/24.

His work can be made from a "virtual" office as per home work.

Each agent is the master of his schedule as long as no communications, visits, shipping and meetings are delayed.

*Please comment:*

## **11-How the agent gets paid?**

**6 ways to get money:**

1-The IQC agent gets paid for each factory visit when required by IQC. This visit may be for an audit or for a quality control. A detailed report must be written after each visit. The salary for a

visit is around 50-200USD/day + expenses (considering the roaming expenses, the task itself and local money value).

*Please comment:*

2-The IQC agent gets paid for searching/sourcing factories and products. If IQC gets the order from its customer, 25-100\$USD will be paid for each submitted quotations required by IQC. Each quotation must be properly done using IQC's forms (Quotation Form + Factory profile form).

*Please comment:*

3-The best incoming salary of the agent comes from the commissions for managing the production when his quotation is winner. If his factory is selected, the IQC agent will receive the commission based on the amount of the order and his facility to manage it with its factory. A commission will apply on every order as long as this product is produced and the agent keeps his supervising on this product... Commission can be 200-3000USD/order

*Please comment:*

4-Money can be paid for all promotional and representative of IQC (see "sales" for reference). All the representative time and expenses are paid back to the agent as long as this agent shows the bills and positive result's reports.

*Please comment:*

5-As a host for IQC customers and staff, expense's budget, tips and salary can be easily negotiate for each case. Money can be paid also for any internal tasks for IQC.

*Please comment:*

6-The IQC agent may have to do some negotiations with selected factories from our customers. The agent gets a commission on the saving money from the original agreements. (Negotiations are for senior agents only).

When the IQC agent does representations, the IQC agent also gets a commission on all sales.

*Please comment:*

## **12-How the agent does quality control?:**

The job of the IQC agent is mainly to control the quality and the quantity. This means to go to the factory and check random pieces to see if there are imperfections. Those inspections can be made during the production process and/or before the shipping. The agent usually has a sample and/or a check list to do this job. If the product is out of the competence of the agent, it is to the agent to get the help from qualified experts or laboratories.

Some of our customers may also ask for a control of the factory itself to check if this factory is reliable, legally registered, secured and conformed to produce their products.

The IQC agent acts as the "police of importers" and he always protects the interest of IQC's

customers.

Agent must show competence and authority. If the product is not conforming to the requirements, the IQC agent can stop the production and the shipping. If such thing happens, the agent will get a bonus because he detected a major default or problem.

*Please comment:*

### **13-Grades of IQC agents:**

Each IQC agent starts as “JUNIOR” agent. For each job or order, the junior agent will be controlled and supervised by a “SENIOR” IQC agent. After many successful jobs (orders), the junior agent may become a senior agent. Senior agents have more jobs because they also control the junior agents.

Some senior agents may become full time IQC senior agent and receive a monthly salary. This may happen if the senior agent has more than 5 jobs/orders each month.

*Please comment:*

### **14-How does the agent select a supplier to produce an order?:**

Another task of the IQC agent is to do the research of good suppliers for specific products. The agent has to get in touch with as many factories as he can and ask them about their "profile". The agent must fill the “Factory Profile” IQC form.

- How many employees?
- How long do they exist?
- How big is the shop?
- What kind of tools and machinery do they have?
- Can they send pictures of the factory?
- How many products they make in one month, or one year?
- Do they export? Which country?
- If they export, what % of their production? How many containers?
- What is their total annual sales amount (\$/year)?
- Who are their customers?
- Who is the owner and who does the customer service?
- Do they speak English?
- Do they have a research and development department?
- Are they legally registered to their government for fabricate and export?
- What is their address, email, fax, ...?
- Do they have a catalogue?
- Do they have a web site?
- and more, and more, and more.....

Always tell the factory that IQC will go to visit them before any order to check the information. And we will! This is the company “profile”.

***Please comment:***

Then, you have to deal the best price from each supplier. The agent must fill the “Quotation” IQC form.

- Do they have a catalogue? a web site?
- Can they send pictures of the products?
- What is the best price the factory can make for the quantity we are looking for?
- How can we have a better price?
- How long the price is good for (one year is good, always ask for it! but usually we accept 6 months)
- Is the packaging included (box for shipping)?
- What are the terms of payment? (25% on order, 50% on shipping and 25% at the reception)
- How long do they need to produce the order? (1 month, 6 weeks?...)
- Does the price include transportation to the nearest international port?
- What are the conditions to get samples before ordering?
- Is there some charges for tooling, what are the tools (template, moulds, punches...). All tooling paid by IQC remains to the exclusive use of IQC and must be returned to IQC on request.
- Is there some set up charge? (this is mostly for orders with small quantities)
- and more, and more, and more.....

This is getting a "quote" (quotation).

***Please comment:***

Now, we have many quotes and company profiles!

Usually, this should not take more than one week to get all the information.

You select 3-2 best factories (not always the cheapest... the "best").

Then, you submit your forms to the main office of IQC. You explain why you selected those factories...

***Please comment:***

If the profile and the price are good, IQC will ask you to get a sample. If the sample is good, the agent is in charge of the order, all the communications with the supplier and of course the Quality Control of the product during the fabrication and before shipping.... The agent can get a very good commission if the order is correctly managed.