



## JOB OPENING QUÉBEC GOVERNMENT OFFICE IN CHICAGO

### JOB OPENING – BUSINESS DEVELOPMENT ASSISTANT

#### THE ORGANIZATION

The Government of Québec operates thirty-three representation offices in 18 countries, with nine offices in the United States including: Atlanta, Boston, Chicago, Houston, Los Angeles, New York, Philadelphia, Silicon Valley and Washington DC. Inaugurated in 1969, the **Québec Government Office in Chicago** (DQC) is responsible for developing and promoting business, political and institutional ties between Québec and 12 states across the American Midwest: Illinois, Ohio, Michigan, Indiana, Wisconsin, Minnesota, Missouri, Iowa, Kansas, Nebraska, North Dakota, and South Dakota. The mandate of its Economic Affairs team include promoting the sectors of excellence of the Québec economy; developing a large network of contacts in all relevant sectors of business activity; and supporting Québec companies in their market development efforts in the region.

#### SUMMARY OF DUTIES

Under the supervision of the Québec Government Representative in Chicago, the Business Development Assistant directly supports the Economic Affairs team's efforts to get Québec products exported to the Midwest. Responsibilities include market research, data entry, helping with events, and acting as administrative assistant to the Economic Affairs team. She/He likewise provides support and works with the various staff of the DQC when special events are organized.

Specifically, the Business Development Assistant:

- Works with the Economic Affairs team on event programming and execution
- Provides logistical support for hosted events
- Studies trends and news reports in priority sectors, as well as legislation governing the certification and sale of products in the United States
- Writes reports on various economic subjects including business opportunities for government procurement
- Gathers and prepares economic content and information for Québec exporting companies
- Performs data entry and maintains database

- Assists the Economic Affairs team with daily administrative tasks
- Updates and develops promotional tools on the internet and other forms of social media in collaboration with the Public Affairs team
- Produces marketing materials

## ESSENTIAL REQUIREMENTS

- Education: Bachelor's preferred
- Experience: Minimum of 2 years experience in business development or other relevant area
- Language: Excellent command of French and English (both written and spoken)

## RATED REQUIREMENTS

- Interest in business development and marketing
- Administrative experience
- Excellent communication and organizational skills
- Excellent knowledge of Outlook, Microsoft Word, Power Point and Excel
- Ability to maintain high level of confidentiality, integrity, and discretion
- Works well with others and a positive attitude
- Ability to meet deadlines and multitask
- Knowledge of Adobe InDesign and Illustrator a plus

## CONDITIONS OF EMPLOYMENT

- Salary : \$ 64,136
- Permanent position, full time
- 35 hours per week, Monday to Friday unless otherwise required
- Open to US Citizens and Green Card holders ONLY
- Benefits:
  - 401(k)
  - Dental insurance
  - Employee assistance program
  - Flexible schedule
  - Health insurance
  - Life insurance
  - Paid time off
  - Parental leave
  - Vision insurance

## ELIGIBILITY

The person sought must meet the legal requirements allowing him or her to work in the United States of America.

## SUBMIT YOUR APPLICATION

Interested candidates should send their resume along with a cover letter outlining their interest, qualifications, and level in French (beginner, intermediate, advanced, or fluent), by e-mail to: [Qc.NewYork-HR@mri.gouv.qc.ca](mailto:Qc.NewYork-HR@mri.gouv.qc.ca).

All submissions must be done electronically. Please include the job title on all correspondence. No phone calls or follow-up emails. Only the candidates selected for an interview will be contacted.

**Closing date:** March 13, 2022

The successful candidate will be required to undergo security verification.