



Position Title: **Administrative Assistant**

Location: Houston, TX

Starting Salary: \$ 57,028

Open to: U.S Citizens or Green Card holders.

Condition of employment: The successful candidate will be required to consent to security verification.

The Organisation

The Government of Québec operates more than twenty-five representations worldwide with nine offices in the United States including: New York, Boston, Chicago, Atlanta, Houston, Los Angeles, S. Mateo, Philadelphia and Washington. The **Québec Office in Houston** is responsible to develop and promote economic relations between Québec and the South-Central region of the United States. The Office has the mandate to promote Quebec's expertise and interests; to develop a large network of contacts; to facilitate business opportunities for Québec companies in Texas, Louisiana, Arkansas and Oklahoma.

Summary of Duties

Under the authority of the Director of the Québec Office in Houston, the Administrative Assistant is responsible for supporting the Québec representation activities, is in charge of the proper functioning of the office and is the main contact person for the central administrative units in Quebec City and New-York. S/he will:

- ensure the daily communication with locale visitors and partners
- prepare and edit various documents in English
- prepare and edit documents using computer graphics systems
- organize and update the data base of the Québec Office contacts
- assist in putting in place and using communication tools and social network
- support the planning and the logistics of promotional events in Houston and elsewhere in Texas
- provide technical assistance to the trade officer team when necessary
- manage the ongoing relation with the suppliers of the office, look for purchasing and accounts payables
- act as the contact person for the owner office and for security matters



Essential requirements

- *Education:* University degree an asset
- *Language:* Fluency in English and proficiency in French
- *Experience:* Three years minimum of relevant experience

Rated requirements

- Excellent written and verbal communication skills;
- Proven fast-learner;
- Strong computer skills, proficiency with Microsoft Office Suite : Word, Excel, Power Point and Apple environment;
- Proficient with social media tools;
- Background experience in Texas;
- Proven organizational skills in promotional and public events, autonomy, result-oriented mind;
- Manage competing demands, and work effectively to meet deadlines;
- Ability to work both independently and collaboratively in a fast-paced environment.

How to apply

Interested candidates should send their resume along with a cover letter outlining their interest and qualifications by e-mail to: admin@facchouston.org with the subject "Administrative Assistant – Quebec office"

Please identify in your cover letter whether you are currently eligible to work at the Quebec Office, and what is your exact level of French (beginner, intermediate advanced or expert).

All submissions must be electronic. Please indicate the job title on all correspondence.

Closing date: July 7, 2017