



JOB OPENING QUÉBEC GOVERNMENT OFFICE IN ATLANTA

JOB OPENING: COMMERCIAL ATTACHÉ – AEROSPACE

THE ORGANIZATION

The Government of Québec operates thirty-four representations worldwide, with nine offices in the United States including: Atlanta, Boston, Chicago, Houston, Los Angeles, New York, Philadelphia, Silicon Valley, and Washington DC.

Opened in 1978, the mandate of the **Québec Government Office in Atlanta** is to develop and promote economic, governmental, and institutional ties with the seven states in the region that are, Georgia, Florida, North Carolina, South Carolina, Tennessee, Mississippi, and Alabama as well as the U.S. Virgin Islands and Puerto Rico.

SUMMARY OF DUTIES

The commercial attaché helps Québec companies achieve their objectives by providing them with strategic advice and market information, by introducing them to new business contacts, and by contributing to targeted promotional efforts. The commercial attaché constantly strives to grow and nurture her/his network of contacts, to identify new business opportunities, and to respond to the needs of Québec companies.

Under the supervision of the Québec Government Representative (*Déleguée*) in Atlanta, the incumbent is the primary respondent for aerospace issues in the Southeast United States. S/He will:

- Keeps track of strategic and technological innovations in the aerospace sectors in the Southeast United States.
- Advises and provides practical and operational support to Quebec exporting companies in developing strategies to penetrate the Southeastern U.S. market.
- Establishes a network of high-level contacts in the aerospace sector.
- Forge strong relationships in these priority sectors with U.S. business leaders, trade and industrial associations as well as relevant financial institutions, government officials, think tanks, and business media representatives.
- Identifies businesses and organizations for potential partnerships with Québec counterparts

- Conceptualizes, develops and implements programs that promote innovation in the areas of aerospace for Québec products and services; recommends action plans
- Organizes activities (seminars, networking events, visits to Québec) that showcase Québec innovation
- Together with *Investissement Québec International*, organizes and conducts trade missions in relevant sectors
- Assists her/his supervisor in establishing and maintaining relations with local partners interested in setting up business in Québec
- Develops and maintains ties with local agencies (business schools, universities, industry associations, etc.) in the Southeast region.
- Contributes, as needed, to the ongoing Québec-State of Washington collaboration in the environmental sector

REQUIREMENTS

- Must be a US citizen or Green Card holder
- University degree (minimum B.A.)
- Fluency in English and French
- Two years minimum of relevant experience preferably in the aerospace sector

DESIRED QUALIFICATIONS

- Solid network of industry contacts, especially in the Southeast region
- Possess a solid understanding of the American aerospace sector, and a good existing network of contacts in this sector
- Solid understanding of the Southeastern US market for the priority sectors including principal companies operating in the assigned sector(s), key decision-makers, business operations and supply chain processes, as well as of US public procurement processes;
- Knowledge of the US-Canada economic relationships and trade policies;
- Knowledge of Québec industrial base, Québec companies, or ability and experience to understand and work with industry;
- Knowledge of Québec's relations with the Southeast in one of the assigned sectors would be an asset;
- Strong proven business development and sales skills.
- Strong research, analytical and editing skills;
- Strong planning and organizational skills;
- Excellent written and oral communication skills;
- Strong networking and interpersonal skills;

CONDITIONS OF EMPLOYMENT

- Permanent position, 35 hours per week, Monday to Friday unless otherwise required. Based in Atlanta.
- The successful candidate will be required to undergo security verification.
- Starting salary: \$ 105,878
- Benefits:
 - 401 (k)
 - Dental insurance
 - Health insurance
 - Vision insurance
 - Life insurance
 - Employee assistance program
 - Flexible schedule
 - Paid time off
 - Parental leave

ELIGIBILITY

Open to US Citizens and Green Card holders ONLY.

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 and qualifications to: 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: August 14, 2023