



JOB OPENING QUÉBEC GOVERNMENT OFFICE IN CHICAGO

JOB OPENING: BUSINESS DEVELOPMENT ATTACHÉ – MOBILITY AND SMART CITIES

THE ORGANIZATION

The Government of Québec operates thirty-four representations worldwide with nine offices in the United States including Chicago, New York, Atlanta, Boston, Houston, Los Angeles, Silicon Valley, Miami and Washington. The **Québec Government Office in Chicago** is responsible for developing and promoting business, political, and institutional ties between Québec and the American Midwest. The mandates of its Business Development team include promoting the sectors of excellence in the Québec economy, developing a large network of contacts in all relevant sectors of business activity, and identifying and facilitating business opportunities for Québec companies in Illinois, Ohio, Michigan, Indiana, Wisconsin, Minnesota, Missouri, Iowa, Kansas, Nebraska, North Dakota, and South Dakota.

SUMMARY OF DUTIES

Under the direct supervision of the Québec Government Representative (*Délegué*) in Chicago, and with functional supervision of the Economic Director at Investissement Québec International (IQI), the Business Development Attaché is responsible for promoting Québec's economic interests in the American Midwest. The Attaché will support Québec companies in their efforts to tap into one of Québec's most strategic markets, with specific attention to the following sectors: Clean and Electric Mobility, Ports and Maritime Transportation, and Smart Cities. The attaché will:

- Develop an in-depth knowledge of these sectors and identify export opportunities for products and services from Québec companies.
- Create strategies and action plans tailored to these priority sectors and markets and advise the *Délegué* on an overall course of action.
- In collaboration with the Public Affairs Team, build strong relationships in these sectors with U.S. business leaders, trade organizations, industrial associations, relevant financial institutions, government officials, think tanks, and business media representatives.
- Collaborate with other Québec delegations to monitor market trends, identify opportunities, and develop an integrated service offering for Québec businesses.

- Provide practical support to Québec-based companies and other institutions, helping them develop and implement U.S. market entry strategies tailored to their needs and objectives. Introduce them to local business partners and other export facilitation services, and advise them on business practices in the Midwest, including regulations, local trends, partnerships, and productive alliances.
- Organize promotional and business networking events to raise the profile of Québec in key economic sectors.
- Organize trade missions and other events in the Midwest designed to generate sales, partnerships, and exports.
- Organize trade missions for U.S. buyers to Québec, developing ongoing collaboration with Québec industrial associations and other relevant stakeholders.
- Develop and actively maintain contacts in both the private and government sectors.
- Participate in local business associations, such as the Clean Cities Alliance and other relevant organizations involved in smart and clean mobility.
- Identify relevant forums for presentations on the Québec economy and its areas of excellence.
- Monitor opportunities and trends in key economic sectors and prepare economic and local market analyses to share with Québec companies and business organizations.
- At the request of a ministry or major Québec partner, monitor a specific sector.
- Monitor political and economic developments in the area that could impact the Delegation's mandate.
- Contribute to the business development component of political missions of the Québec Premier and ministers to the Midwest.
- Assist the *Délégué* during economic discussions with the media.
- Contribute to social media content.

REQUIREMENTS

- Must be a US citizen or Green Card holder
- University degree (minimum B.A.)
- Fluency in English and proficiency in French
- Three years minimum of relevant professional experience

DESIRED QUALIFICATIONS

- Solid network of business contacts, particularly in the Greater Chicago area and other parts of the Midwest.
- Practical knowledge of international business development.
- Experience in event planning.
- Familiarity with legal and statutory frameworks related to the export of goods and services and business operations.
- Strong understanding of the Midwest economic region.
- Knowledge of Québec's key industries, economic policies, trade relations with the U.S., and U.S.-Canada economic relationships and trade policies.
- Excellent written and verbal communication skills.
- Ability to adapt to changing assignments and manage multiple tasks simultaneously.
- Capability to work both independently and collaboratively in a fast-paced environment.

CONDITIONS OF EMPLOYMENT

- Permanent position, 35 hours per week, Monday to Friday unless otherwise required
- The successful candidate will be required to undergo security verification
- Starting salary: \$102,473
- 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 identify in your cover letter whether you are currently eligible to work in the United-States and your level of French (beginner, intermediate advanced or expert). 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: ~~November 29th~~ January 30th