

## LOCALLY ENGAGED STAFF JOB DESCRIPTION

GENERAL INFORMATION	
<b>Organization:</b>	Other Government Department (OGD)
<b>Program:</b>	Government of Quebec
<b>Title:</b>	Senior Commercial Assistant, QC
<b>Job Description Type:</b>	SJD
<b>Job Description Number:</b>	162
<b>Group &amp; Level:</b>	LE-A3
<b>Decision Number:</b>	14880
<b>Job Code:</b>	500458
<b>This job description is already evaluated and should not be modified.</b>	

PROGRAM/ORGANIZATION MANDATE OVERVIEW
The Trade and Innovation Services mandate is to promote Quebec's economic interests in world markets by implementing various activities, in particular, by contributing to export market development; conducting advocacy and foreign market access activities; understanding and analyzing trade policy issues; developing a network of international business contacts; identifying and communicating with business leaders; fostering strategic alliances; linking Quebec businesses to global value chains; supporting licensing and venture capital linkages; facilitating R&D collaboration and technology transfer; and promoting corporate social responsibility.

CONTEXT & PARAMETERS
The position is a <b>senior administrative support position</b> for Quebec's Trade and Innovation Program.
The position typically reports to the Quebec Office Director.

KEY ACTIVITIES	
<b>Primary Role</b>	<p><b>Provides coordination and administrative support services to Quebec's Trade and Innovation Program on mission.</b></p> <p>This includes coordinating administrative and office tasks: organize travel and accommodation, keep the schedule of meetings and appointments, participate in preparations prior to visits and in welcome activities, carry out research, and gather and check information for the purposes of various topics, projects and cases related to the Trade Program, among other tasks.</p>
<b>Advice &amp; Recommendations</b>	<p>Provides advice to the mission's trade team members on the Department's and the mission's policies and administrative procedures to ensure the effectiveness of operations.</p> <p>Provides advice on orders of office supplies to ensure that they are sufficient for planned day-to-day operations.</p> <p>Provides the Office Director with advice on the status of budgets and travel, entertainment and other operating expenses.</p> <p>Provides Quebec participants with advice on customs, culture, trade practices, logistics and local etiquette.</p>
<b>Documents and Services</b>	<p>Prepares and distributes information files and other unclassified documents for the Office Director and take notes during meetings as per requirements.</p> <p>Drafts and revises documents and ensures proper presentation and accuracy in correspondence before it is submitted.</p> <p>Prepares guest lists, writes invitations, records replies to invitations and makes calls when replies are not received, and draws up a guest list for hospitality diaries when necessary for the program or activity manager.</p> <p>Prepares expense, travel expenses and hospitality expenses reimbursement claims for the Quebec Office Director.</p> <p>Prepares the consultant's, the Director's and the Office's hospitality, travel and operating budgets, obtains quotes for major purchases as per departmental directives, and negotiates and prepares contracts with external service providers, if necessary.</p>

	Prepares a monthly report on budgets for the Quebec head office, tracks all invoices separately for the representatives and sends the monthly report of the latter in Quebec.
<b>Research &amp; Analysis</b>	<p>Researches for reference documents, analyzes and compiles information in order to prepare reports and briefing documents to help the Director prepare for meetings.</p> <p>Analyses intelligence and data-gathering tasks in trade areas.</p> <p>Searches for internal and external sources of information to be used in programs or projects; and gather, extract, sort and analyze material and make independent decisions with respect to sources, usefulness and relevance.</p>
<b>Networking &amp; Alliance Building</b>	<p>On the Director's behalf, liaises with the chiefs of other sections of the mission, host governments and the diplomatic community in order to promote Quebec's trade and economic interests.</p> <p>Maintains contact with local representatives to ensure that the office follows procedures and complies with regulations and to obtain prompt notification of imminent changes.</p> <p>Develops and maintains a network of contacts for Quebec policy, administrative and other programs in order to meet the Director's requirements.</p>
<b>Communications &amp; Client Services</b>	<p>Acts as a contact person by answering and forwarding telephone calls, providing information and referring visitors to the appropriate department, depending on the circumstances.</p> <p>Replies to information requests from host governments about the mandate and programs of the Office, the Government of Quebec, Quebec private-sector organizations and individuals, foreign and local non-governmental organizations and Quebec institutions.</p>
<b>Committees &amp; Working Groups</b>	Provides support for committees and working groups by preparing documents, scheduling meetings and participating in the planning and coordinating of events and travel.
<b>Supervision/Management Responsibilities</b>	<p>Organizes and coordinates programs for the official visits of ministers, senior public servants, Quebec parliamentarians and other individuals, in addition to conferences, high-level events, internal and external meetings and other major events associated with the Quebec Office.</p> <p>Coordinates travel and reception events as well as schedule meetings and transmit messages to the Quebec Office Director.</p> <p>On behalf of the Office, coordinates communications on program or project activities, as per requirements.</p>
<b>Other Duties</b>	In an unofficial manner translate documents or act as an interpreter.

<b>WORKING CONDITIONS</b>	
<b>Physical Effort</b>	The work requires spending many hours in a seated position in an office.
<b>Psychological Effort</b>	The work requires concentration while reviewing documents (requests, legal documents, etc.) and entering data. The position incumbent must also deal with changing and competing priorities as well as unforeseen requirements or situations.

<b>AUTHORIZATION</b>	
Head of Mission (HOM)	<p>_____</p> <p>Signature <span style="float: right;">Date</span></p>

Program Manager	<hr/> <p>Signature <span style="float: right;">Date</span></p>
Employee	<hr/> <p>Signature <span style="float: right;">Date</span></p>