



## ***Employment Opportunity*** **Commercial Attaché.e – Life Sciences and Innovation**

The Québec Government Office in Boston, an equal opportunity employer offering competitive work conditions in an international multilingual collaborative environment, is looking to fill the following position:

**Position title:** Commercial Attaché.e – Life Sciences and Innovation

**Location:** 201 Washington Street; Suite 3850; Boston; MA 02108

**Starting Salary:** \$ 94 771

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

**Condition of employment:** The successful candidate will be required to agree to a pre-employment background check.

### **The Organization**

The Government of Québec operates thirty-three representations worldwide with nine offices in the United States (New York, Boston, Chicago, Atlanta, Houston, Los Angeles, San Francisco, Philadelphia and Washington)

Recognizing the importance of the New England region as a neighbor and partner, Québec has maintained an office in Boston since 1970. The Québec Government Office in Boston serves all six New England states (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont) by developing and supporting meaningful regional exchanges. It also promotes Québec's interests and expertise in areas such as business, investment, science and technology, education and culture.

Visit [www.quebec.ca/boston](http://www.quebec.ca/boston) for more information on the Québec Government Office in Boston.

### **Summary of Duties**

Under the authority of the Québec Delegate to New England, the Commercial Attaché.e will facilitate Québec's business positioning in the priority sectors of Life Sciences and Innovation throughout New England.

Specifically, they will:

- Develop a strategic roadmap to reinforce Québec's commercial relationships and partnerships in New England, in particular, in the life sciences and innovation sectors;
- 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;
- Advise and provide practical support (identify and introduce buyers/ decision makers, prepare market studies, promote Québec's expertise etc.) to Québec companies in order to develop, increase and or solidify their business share in New England;

- Support Québec's participation in research, innovation, science & society international projects;
- Attend and represent the Québec Government Office in Boston at events and conferences (including occasional speaking engagements) leading to strategic alliances with New England partners;
- Organize promotional and business networking events to raise Québec's profile in the life sciences and innovation sector;
- Contribute to the monitoring and analysis of legislative and political developments in the life sciences and innovation sector that could have an impact on trade policies between Québec, Canada and the United States;
- Prepare reports and briefings;
- Monitor opportunities in related economic sectors;
- Contribute to positioning Québec as a partner of excellence and a destination for foreign investments;
- Handle economic affairs requests between Québec and New England and from the Québec Government Office in Boston's stakeholders.

### **Essential requirements**

Education: University degree (B.A. required)

Languages: Fluency in English and proficiency in French

Experience: Two years minimum of relevant work experience

### **Other requirements**

- Solid understanding of the North American life sciences and innovation sectors, including the business operations and supply chain processes as well as of the US public procurement processes;
- Knowledge of the US / Canada economic relationships and trade policies;
- Knowledge of Québec industrial base, or ability and experience to understand and work with the industry;
- Knowledge of Québec's relations with New England in the life sciences and innovation sectors is an asset;
- Strong proven business development and sales skills;
- Strong research, analytical and editing skills;
- Excellent written and oral communication skills;
- Flexibility to adapt to changing assignments and handling several projects at once;
- Ability to work effectively in a team environment and independently;
- Ability to multi-task, prioritize, work under pressure and with strict deadlines.

### **Conditions of employment:**

- All candidates are required to show proof of legal status to live and work in the US (US citizens or green card only).
- A valid driver's license is required throughout the employment period.
- Availability and willingness to work extended hours and to travel within New England and occasionally in Québec.



## **How to apply**

Interested candidates should send their resume along with a cover letter outlining their interest and qualifications by e-mail to: [DQB.Emplois@mri.gouv.qc.ca](mailto:DQB.Emplois@mri.gouv.qc.ca)

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

All submissions must be electronic: [DQB.Emplois@mri.gouv.qc.ca](mailto:DQB.Emplois@mri.gouv.qc.ca). Please indicate the job title on all correspondence.

Please, no phone calls or follow-up emails. Only the candidates selected for an interview will be contacted.

Deadline for applications: Resumes will be reviewed on a rolling basis. Position open until filled.