



PROJECT MANAGER

BUSINESS DEVELOPMENT – Environment Division

Workplace: Gatineau (Quebec, Canada), Brussels (Belgium) or Nantes (France)

Status: Full-time

Work schedule: 38h per week, Monday to Friday

Start date: September 2023

Baastel offers flexible working hours and a teleworking policy.

WELCOME TO BAASTEL!

A team on the move towards a world of inclusive sustainable development.

Groupe-conseil baastel (Baastel) is a consulting firm providing **cutting-edge services** in the field of international development. Founded in 1989, Baastel's mission is to **contribute to sustainable human development**. This contribution aims at the success and reinforcement of development practices and actions (projects, programs, policies) through quality consulting services. Baastel focuses on the three main axes of sustainable development: the promotion of social equity, economic development, and environmental management.

ROLE OF THE PROJECT MANAGER

Under the supervision of the Director of Business Development, the Project Manager **actively participates** in the **growth** of the company's activities by responding to calls for tender and ensuring the administrative management of various mandates. The **development of business opportunities worldwide** is at the heart of his/her daily work, and he/she must build relationships of trust with Baastel's partners and customers. The Project Manager will also be responsible for **building** strong **teams** of experts, keeping abreast of new industry trends, and **supporting team leaders** in the administrative management of mandates. In more detail, the person in this position is responsible for :

- Researching business opportunities and developing commercial proposals;
- Participate in the identification of potential markets, partnerships and strategic opportunities;
- Project and information management (contracts, invoicing, budget tracking, etc.).
- Maintain harmonious relations with customers, consultants and development team;
- Participate in working committees to optimize corporate development.



QUALIFICATIONS REQUIRED

- **Bachelor's Degree** in management, business, administration or a related field.
- **5 years'** relevant business development **experience**, ideally in international development, project management, or in a relevant field.

CORE COMPETENCIES

- **Legally entitled to work in Canada, Belgium or France**
- **Bilingual (French and English)** - spoken and written
- Spanish (advantage)
- Proficiency in Office suite software (Word formatting essential)
- Excellent IT skills (Teams, Onedrive, Internet)
- Ability to balance workloads and prioritize requests to meet deadlines
- Great attention to detail
- Autonomy and initiative

BE PART OF THE TEAM!

Send us your CV and cover letter to recrutement@baastel.com before **September 15th 2023**. To increase your chances of being selected, please clearly indicate the job title in the subject line of your message.

We sincerely thank all applicants for their interest! Those selected for further consideration will be contacted on a priority basis.