



BUSINESS DEVELOPMENT ADMINISTRATIVE ASSISTANT – Environment division

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

Type of contract: employee

Status: Full-time

Work schedule: 38h per week, Monday to Friday

Remuneration: between 35,000 and 37,000€ gross annual (for Europe) and between 46,000 and 48,000 CAD gross annual for Canada + annual bonus based on individual performance.

Various benefits depending on the country. Baastel offers flexible working hours and a policy of teleworking abroad.

Start date: as soon as possible

WELCOME TO BAASTEL!

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 ADMINISTRATIVE ASSISTANT

Under the supervision of the Director of Business Development and as part of a team of 6 people, the Business Development Unit Manager actively contributes to the growth of the company's activities by participating in the administrative development of calls for tender and ensuring the administrative management of various mandates.

The development of business opportunities worldwide is at the heart of her/his daily work. She/he must support senior project managers in responding to high-quality tenders and managing administrative tasks for the projects, while staying up-to-date with industry trends.

In more detail, she/he is responsible for :

- Participating in the search for business opportunities and the development of commercial proposals on human, technical, and financial levels;



- Ensuring the administrative management of projects and information: preparation and follow-up of contracts, invoicing, budget tracking, updating project sheets, database management, etc.;
- Supporting senior members of the Business Development team in identifying potential markets, partnerships, and strategic opportunities;
- Helping maintain harmonious relationships with clients, consultants, and the business development team;
- Participating in working committees to optimize business development.

QUALIFICATIONS REQUIRED

- Bachelor's degree in management, business, administration, communication, or a related field;
- 1 to 3 years of experience in administrative management, business development, and proposal writing, ideally in the field of international development or a similar area.

CORE COMPETENCIES

- Excellent oral and written communication skills in **English** and in **French** (high-level writing and reviewing skills essential);
- Proficiency in Office Suite software (Word formatting essential);
- Excellent ability to balance workloads, multitask, and prioritize requests to meet deadlines;
- Great attention to detail;
- Autonomy and initiative
- Team spirit.

JOIN THE TEAM!

Send us your CV and cover letter to recrutement@baastel.com. 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.