



ADMINISTRATION PORTUAIRE DE TROIS-RIVIÈRES

1545, du Fleuve, Trois-Rivières (Québec) G9A 6K4

Téléphone : (819) 378-2887

JOB DESCRIPTION

Administrative Assistant

Job location :	Trois-Rivières (Qc)
Immediate supervisor :	Vice-president Infrastructures, Operations, Environmental & Human Resources
Subordinates :	None

POSITION SUMMARY

Reporting to the Vice-president of Infrastructure, Operations, Environment and Human Resources, the person holding this position provides administrative and clerical support to all APTR departments in carrying out their mandates.

MAIN TASKS AND RESPONSIBILITIES

- Draft or participate in drafting documents for various departments such as leases and permits, letters, reports, requests for proposals, memos, note-taking, and preparing meeting minutes.
- Ensure follow-up on the enforcement of lease clauses.
- Provide administrative support for the management of the Seamen's Club (accounting, payroll deductions, and others).
- Format documents and verify spelling and grammar.
- Perform data entry and/or retrieve required data for various follow-ups.
- Carry out and ensure follow-up of administrative operations such as expense reports for all APTR staff.
- Coordinate meetings and manage, supply, and prepare meeting rooms.
- Answer phone calls, screen calls, and direct callers to the appropriate person or department. Take messages and relay them.
- Welcome visitors and clients.
- Handle the reception and distribution of mail and prepare outgoing mail.
- Plan travel itineraries and make necessary reservations (event registrations, car rentals, hotel and flight bookings, etc.).
- May be required to participate in planning and organizing special activities such as seminars, conferences, press conferences, special events, etc.
- Provide administrative support to the *Centre d'expertise en logistique portuaire* (payroll, accounts payable and receivable, document review, and board of directors follow-up, etc.) (approximately 6 hours per week).
- Produce access cards in the absence of the accounting technician.
- Perform certain follow-ups related to IT needs.
- Provide support for managing the Strategic Development VP's agenda.
- Perform any other related clerical and administrative tasks.

EDUCATION, EXPERIENCE, AND SKILLS

Education

Relevant college-level education such as a Diploma of College Studies (DEC) in office administration or business administration.

Professional experience and skills

- Minimum of five (5) years of experience.
- Excellent command of the French language, both spoken and written.
- Knowledge of commonly used office software and information technologies.
- Proficiency in spoken and written English.

Abilities and personality traits

The high volume and diversity of files and information processed in this role require the following qualities:

- Strong organizational skills, high autonomy, and a true spirit of initiative
- Adaptability, ability to prioritize, and sense of urgency
- Analytical and synthesis skills
- Strong communication skills and active listening
- Good interpersonal relationship management
- Professional ethics, discretion, diplomacy, and patience

WORKING CONDITIONS

- As a federal organization, the Port of Trois-Rivières offers competitive working conditions and a wide range of benefits, including comprehensive group insurance coverage and a defined benefit pension plan.
- Full-time position, 12-month duration with the possibility of extension.