ADMINISTRATION PORTUAIRE DE TROIS-RIVIÈRES
1545, du Fleuve, Trois-Rivières (Québec) G9A 6K4
Téléphone : (819) 378-2887

JOB DESCRPTION

Administrative Assistant

Job location :	Trois-Rivières (Qc)
Immediate supervisor :	Vice-President Infrastructures, Operations, Environmental & Human Resources
Subordinates :	None
To apply :	Send your summary at nathalie.veillet@porttr.com

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

- Format, proofread, and edit documents for spelling, grammar, and layout consistency.
- Perform and monitor administrative operations, including expense account processing for all employees of the Trois-Rivières Port Authority.
- Answer and direct incoming telephone calls; route inquiries to the appropriate person or department; take and relay messages.
- Manage the receipt, distribution, and mailing of correspondence and postal shipments.
- Arrange travel itineraries and make necessary reservations, including event registrations, vehicle rentals, hotel accommodations, and airline bookings.
- Assist in the planning and logistical coordination of special activities such as conferences, conventions, press conferences, and other corporate events.
- Coordinate certain follow-ups related to information technology needs and provide support to the Senior Director, Finance.
- Coordinate meetings and proactively manage calendars to effectively support the Vice President, Infrastructure, Operations, Environment and Human Resources, as well as the Senior Director, Public Affairs and Communications.
- Prepare and process bank deposits in accordance with established administrative procedures.
- Plan and create social media content aligned with the organization’s communication objectives and brand image.
- Contribute to the implementation of Public Affairs and Communications initiatives aimed at enhancing the organization’s profile and reputation.
- Support the Human Resources Advisor in the execution of various HR-related projects and files.
- Coordinate and follow up on meetings, external engagements, and representation activities.
- Provide support in the planning, preparation, and publication of communication and social media content.
- Provide logistical support for events, site visits, public relations activities, and outreach initiatives.
- Coordinate promotional materials, corporate merchandise, and selected special communication projects.
- Perform all other related clerical and administrative duties as required.

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 sense 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 employee benefits, including comprehensive group insurance coverage and a defined benefit pension plan.
- Full-time position, 37.5 hours per week
- Hybrid position combining remote work and in-office work