



## Translator from English to French

MCIS Language Solutions is a non-profit social enterprise providing language interpretation, translation, transcription, skills testing and training services. We have 5,000 interpreters, 600 translators, and serve over 750 clients with 300+ languages. We are committed to our vision of connecting people globally through language. This is your opportunity to add value to a fast growing organization with a productive work culture.

**VISION:** To connect people globally through languages.

**MISSION:** To improve access to critical information and services through high quality language solutions.

**VALUES:** Respect, Quality, Collaboration, Accountability and Learning.

Directly reporting to the Translation Manager, the French Translator is responsible for translating and/or revising all types of documents from English to French and performing other related tasks according to client specifications.

This is a 12-month contract position, with possibility of extension.

### Duties and Responsibilities

The French Translator's role is comprised of the following activities:

#### Service Delivery

- Translate documents from a variety of different domains from English to French
- Conduct terminological research to establish consistent terminology and standardization
- Revise the quality of translated material by external resources and ensure documents meet established guidelines.
- Proofread documents to ensure language accuracy
- Transcribe French and English audio and video recorded material into French and perform any other related language services
- Compile information, such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations
- Create and maintain translation memories, term and text bases

#### Administration & Reporting

- In all work performed, ensure compliance with LICS certification requirements (language industry quality standards)
- Ensure customer satisfaction/quality, reporting issues, concerns, etc. – escalate issues to the Translation Manager, as required

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- Prepare weekly reports for the Translation Manager

**Any other duties that are assigned that are reasonably within the scope of this position.**

**Employment Requirements:**

- The French Translator must be perfectly bilingual in both English and Canadian French, oral and written. Native-level proficiency in Canadian French is a requirement.
- A university degree in Translation or a related discipline with a minimum 3 years' translation experience is required. Certification by or affiliation with a translation professional association (CTTIC, OTTIAQ, ATA, etc.) is a definite asset.
- Experience using CAT tools is required. Experience with Plunet and XTM is an asset.
- Experience working with graphic design software and a variety of file formats is an asset.

**Behavioural and Technical Competencies:**

- Ability to communicate effectively
- Concern for quality and motivation to reduce errors in personal work
- Strong research skills, ability to search, review and analyze relevant information from various sources
- Ability and willingness to adapt to and work effectively with a variety of situations
- Ability to prioritize work and handle numerous projects simultaneously
- Comfortable working under pressure and with tight deadlines
- High attention to detail
- Experience working with Microsoft Office Suite
- Ability to work both independently and as part of a team

The French Translator will work from our office in Toronto, Ontario.

Qualified applicants are invited to submit a cover letter with salary expectations and resume to [rachel@mcis.on.ca](mailto:rachel@mcis.on.ca) no later than Tuesday, September 3<sup>rd</sup>.

Accommodations for job applicants with disabilities are available upon request.