



French Translator

MCIS Language Solutions is a not-for-profit social enterprise providing language interpretation, translation, transcription, skills testing and training services. We have over 5,000 language professionals on our roster and serve over 800 customers in 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 Supervisor, 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.

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 Supervisor or Manager, as required
- Prepare reports for the Translation Supervisor or Manager as required

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

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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
- Affiliation with a translation professional association (CTTIC, OTTIAQ, etc.) is required. Certification by one of these associations is an asset
- Experience using CAT tools is required. Experience with Plunet and MemoQ 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 remotely, but may be required to work from our office in Toronto.

CLOSING DATE: Wednesday, November 30, 2022

Qualified applicants are invited to submit a cover letter with salary expectations and resume to kathleen.tran@mcis.on.ca no later than Wednesday, November 30, 2022.

Accommodations for job applicants with disabilities are available upon request.