



BANK OF CANADA
BANQUE DU CANADA

Translator-Reviser (from English to French)

Location: 234 Wellington Street, Ottawa, Ontario, K1A 0G9

Number of positions: 1

Position type: Term

Position length: Two years with possibility of extension or becoming regular

Take a central role

The Bank of Canada has a vision to be “a leading central bank—dynamic, engaged and trusted—committed to a better Canada.” No other employer in the country offers you the unique opportunity to work at the very centre of Canada’s economy, in an organization with significant impact on the economic and financial well-being of all Canadians. You will be challenged, energized and motivated to excel in an environment where we are reinventing central banking, renewing ways of doing business and reinforcing a culture of innovation.

About the position

Under the general supervision of the Assistant Director, Translation Services within the Communications Department, you translate and revise a wide range of texts, including specialized and complex documents related to economy and finance, for a variety of audiences. You contribute to the unit’s terminology database and bring your expertise in the provision of linguistic advice Bank-wide. You also provide coaching to more junior colleagues and support the Assistant Director in the day-to-day management of operations.

Your future responsibilities

You revise and translate texts in all fields – such as technical documents requiring expertise in specialized fields, notably relating to economy and finance – ensuring Translation Services’ high quality standards and deadlines are met. You translate some texts independently.

You conduct terminology research to ensure that the vocabulary used in the texts produced is correct and to build the unit’s terminology database; you validate the terms proposed by translators or terminologists based on their research.

You provide guidance to more junior colleagues to help them develop their knowledge and skills.

You undertake special translation projects, including some in collaboration with other teams at the Bank and, less frequently, with external partners.

You offer linguistic advice to Bank employees on an ad-hoc basis.

You contribute to the smooth operation of the unit, the recruitment of translators and the performance review of team members. You also provide management support to the Assistant Director.

Your education and experience

- university degree in translation from English to French and a minimum of seven years’ experience as a Translator, including three years as a Translator-Reviser

or

- an equivalent combination of education and experience may be considered

Your knowledge and skills

As an experienced Translator-Reviser, you are proficient in both the source and target languages (English and French) and master translation, revision and writing techniques. You have solid research skills, are rigorous and detail-oriented, and have good judgment. You have strong analytical skills and a constant desire to learn, knowledge that you then share with colleagues. You are able to work under pressure, to meet tight deadlines and to occasionally do overtime. You possess a high degree of autonomy and are also able to work effectively as part of a team. You have a strong working knowledge of desktop applications (e.g., Microsoft Office) and commonly used translation databases.

As a team player, you treat colleagues with respect and readily offer them your help, when needed. You strongly believe in developing productive working relationships in order to create a positive working environment within the Service and the department. As an effective communicator, you speak up and confidently contribute opinions and actively listen while being non-confrontational and respectful of others' ideas and opinions. With your excellent organizational skills and ability to take initiative, you manage priorities effectively and take necessary steps to achieve goals and deliver projects. Your curiosity and creativity allow you to solve problems in an innovative way. Finally, you are flexible and adaptable in an ever-changing environment, within the context of the Bank of Canada's strong focus on innovation.

Assets

- work experience as a Translator-Reviser in a translation services team
- experience in economic and financial translation
- strong knowledge of computer-assisted translation tools
- certified translator (Ordre des traducteurs, terminologues et interprètes agréés du Québec or Association of Translators and Interpreters of Ontario) from English to French

What you can expect from us

This is a great opportunity to join a leading organization and be part of a high-performing team. We offer a competitive compensation and benefits package designed to meet your needs at every stage of your life and career.

- The salary range at hire for this position is typically from \$87,345 to \$101,903 (job grade 17)
- Performance pay for successfully meeting or exceeding expectations (7 to 10% or 15% of your salary, respectively)
- Flexible and comprehensive benefits so you can choose the level of health, dental, disability and life/or accident insurance coverage that meets your needs
- Extra vacation days (up to five each year) that you can purchase to add to your vacation entitlement
- Option to join the indexed, defined-benefit pension plan after 24 consecutive months of service

As one of Canada's Top 100 Employers, we offer you a superior work environment that allows you to reach your full potential both professionally and personally. We make career growth and professional development a priority. We are an equal opportunity employer committed to developing inclusive, barrier-free recruitment and selection processes, and work environments that support a diverse workforce. If you require accommodation measures during any aspect of the recruitment process, we will work with you to address your needs. Information related to accommodation measures will be treated as confidential.

For more information on key benefits, please visit www.bankofcanada.ca/careers/working-here.

Additional information

- Priority will be given to Canadian citizens and permanent residents
- Must be eligible for reliability status
- French and English essential
- Linguistic requirement (minimum starting level): fully functional in second official language
- Relocation assistance may be provided, if required

Qualified candidates are invited to apply online by November 22, 2017.

For more information about this position and to apply, please visit our website at: <http://www.bankofcanada.ca/careers> (Requisition #: J1017-1031)

We wish to thank all applicants for their interest and effort in applying for this position. We would also like to inform applicants that they will be evaluated on the job requirements as demonstrated in their cover letter and curriculum vitae, which must be submitted in French in order to allow the level of proficiency in the target language to be assessed. A test will be administered to selected candidates to assess their translation and revision skills (from English to French). Based on test results, only candidates selected for an interview will be contacted.