

Translator-Editor (French)

Job ID:

J0819-0131

Job Type:

Regular Full Time

Open Positions:

1

Posting Date:

August 8, 2019

Closing Date:

August 18, 2019

Union Affiliation:

SSUO

Unit:

Language Services

Job Reports To:

Director, Language Services

[Click here to apply](#)

Salary (Grade: 10)**Hiring salary range**

\$68,960-\$87,110

Position Purpose

As part of the Language Services team, helps ensure quality of University communications. Provides English to French translation services as well as French-language editing, proofreading and adaptation of diverse texts from all University sectors. Advises on terminology and language and contributes to the smooth running of the service.

Essential Qualifications

Bachelor's degree in translation or equivalent combination of education and relevant experience; certification from a professional association (an asset)

Three years' recent experience in a position in which at least 70% of the work involved actual translation in a translation service or a structured environment of language professionals

Sufficient mastery of translation, editing, writing, adaptation, terminology and proofreading techniques to be able to work completely independently

Strong command of written French, with solid understanding of English; flawless work

Excellent customer service skills, with proven ability to provide in-depth advice on language to a diverse clientele, to ensure high-quality communication and standardized usage

Considerable versatility, including the proven ability to translate, edit and adapt promotional and journalistic texts as readily as complex administrative, technical or scientific documents

Proven ability to take on a heavy workload, adjust priorities and quickly renegotiate deadlines in a high-pressure work environment with many emergencies and interruptions

Initiative, strong problem-solving skills and proven ability to manage complex translation and editing projects involving numerous people

Proven ability to negotiate with clients and, occasionally, external service providers

Working knowledge of print and electronic reference tools used in the profession, including translation memory software

Ability to communicate effectively and tactfully in English and French, both orally and in writing

Key Competencies

Key competencies required at the University of Ottawa:

Planning: Organize in time a series of actions or events in order to realise an objective or a project. Plan and organize own work and priorities in regular daily activities.

Initiative: Demonstrate creativity and initiative to suggest improvements and encourage positive results. Is proactive and self-starting. Show availability and willingness to go above and beyond

whenever it is possible.

Client Service Orientation: Help or serve others to meet their needs. This implies anticipating and identifying the needs of internal and external clients and finding solutions on how to meet them.

Teamwork and Cooperation: Cooperate and work well with other members of the team to reach common goal(s). Accept and give constructive feedback. Able to adjust own behaviour to reach the goals of the team.

Note

All qualified candidates are invited to apply; however, preference will be given to Canadian citizens and permanent residents. The University of Ottawa is an equal opportunity employer. We strongly encourage applications from women, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require.

Applications from employees belonging to the bargaining unit SSUO will be considered first. Priority will be given to employees who have an entitlement as defined by their collective agreement or university policies. The University also accepts external applications; they will be selected in second place. Schedule with an average of 35hrs/week. Workshops offered by Leadership, Learning and Organizational Development that you have taken may be considered an asset if you apply for a position at the University. Don't forget to list them on your CV. We thank all candidates for applying. We will only contact candidates selected for further consideration. Any information you send us will be handled respectfully and in complete confidence. Remember to upload a copy of your diploma(s) or a certificate of merit as well as a current version of your CV into the My documents section of your career profile (please include the job ID number, i.e. J0000-0000, in the title of your document).

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