



## Translator

Keeping Ontario's Legislative Assembly running smoothly takes many talented people, doing many different jobs—from camera operators and committee clerks, to purchasing officers and researchers. The Office of the Assembly is dedicated to serving Ontario's Parliament.

Together, we provide non-partisan administrative and procedural services to all MPPs, as well as operational support for the daily activities of the Legislative Assembly of Ontario. Our success is determined by the strength and diversity of our staff and by supporting our core values: integrity, inclusiveness, collaboration and excellence.

The Legislative Assembly of Ontario seeks a Translator who, as part of our House Publications and Language Services Branch, in **Toronto, ON**, will translate a variety of documents relevant to the work of the Legislative Assembly, from English to French and French to English. The Translator is responsible for providing revision/proofreading of translations and language-related advice.

### What You'll Do

#### You'll act with integrity to:

- Exercise tact, diplomacy and good judgment in a fast-paced, politically sensitive environment.
- Create a positive environment and establish cohesive relationships with internal and external stakeholders.

#### You'll support our collaboration as you:

- Translate texts of medium to high complexity pertaining to various fields of work in the Assembly, ensuring that the finished product is complete, accurate and retains the meaning, feeling and intent of the original document.
- Ensure that translated texts are consistent with approved lexicons, are grammatically/typographically correct and completed within deadlines.
- Revise and proof externally translated documents, including providing quality control on freelance translation jobs.
- Investigate and recommend remedial action for complaints from the public and external organizations about French Language Services at the Assembly.
- Perform research, validation and standardization of terms in both languages in subject areas of relevance to the work of the Assembly.
- Consult with other units and branches, including external services, on matters of French terminology and usage.

### How You Qualify

#### You demonstrate excellence through your:

- University degree or equivalent in translation
- Knowledge of translation services, and specialized terminology
- Knowledge of computer technology systems and software applications

#### If you join our team, you can expect:

- A comprehensive benefit and pension package
- A dynamic work environment
- To work with a team of dedicated professionals
- To be encouraged and supported to grow your career through training and development

**Salary Range:** \$67,383 - \$97,094 per annum

If you share our values and are interested in this position, please visit us at [www.ola.org](http://www.ola.org) and select *Careers* for more details. File No.: **LA-2020-52** Closing Date: **Tuesday, September 22, 2020.**

The Legislative Assembly of Ontario embraces diversity and, as an equal opportunity employer, is committed to creating an inclusive workplace while establishing a diversified qualified workforce. If you require accommodation in order to participate in the recruitment process, please email your contact information to [hr@ola.org](mailto:hr@ola.org) for follow-up.

While we appreciate your interest in obtaining employment with the Legislative Assembly of Ontario, only those selected for an interview will be contacted.