

## ***Translation Coordinator/Revisor***

***(Term position until June 2022)***

Universities Canada is the voice of Canadian universities, at home and abroad. We are a membership organization providing university presidents with a unified voice for higher education, research and innovation. Universities Canada advances the mission of our member institutions to transform lives, strengthen communities and find solutions to the most pressing challenges facing our world.

Reporting to the translator, the incumbent is responsible for coordinating translation, revision and proofreading requests as well as tasks related to translation such as revising and correcting texts, researching terminology and entering data in the computer-assisted translation tool Multi-Trans. The incumbent is also responsible for providing administrative support to the translation team.

### **Education and experience**

- Undergraduate degree in translation or in a field related to translation
- Two years prior experience in a position of similar level and responsibility

### **Knowledge**

- Superior knowledge of the French language and good knowledge of the English language
- Very good knowledge of computer software, in particular Microsoft Office suite
- Familiarity with the principal terminology banks and other computer-assisted translation tools such as MultiTrans, an asset

### **Abilities/Qualities**

- Superior organizational skills
- The ability to work independently and take initiative
- The ability to work in two distinct areas: administrative support and French language
- Judgment, attention to detail and a demonstrated ability to establish priorities, organize and plan the workload of the translation team
- The ability to communicate and work with employees and freelance translators

The hiring salary range for this position is from \$50,430 to \$57,967 commensurate with experience. Candidates who do not meet all of the position requirements may be considered in an underfill capacity, in which case the candidate would be hired at a lower level than the position level.

Universities Canada is a National Capital Region's Top Employer. We offer a comprehensive benefit package which includes four weeks of vacation, an attractive pension plan, group insurance, free gym membership and scholarships for children.



350 Albert St.  
Suite 1710  
Ottawa, ON  
K1R 1B1

350, rue Albert  
Bureau 1710  
Ottawa, ON  
K1R 1B1

613 563-1236  
univcan.ca

Interested candidates are asked to submit their curriculum vitae with a cover letter to the human resources service, Universities Canada, 1710-350 Albert Street, Ottawa, Ontario K1R 1B1 by November 1, 2020. Email address: [careers@univcan.ca](mailto:careers@univcan.ca).

*While all responses will be appreciated and handled in strictest confidence, only those being considered for interviews will be acknowledged.*

*Universities Canada promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, Aboriginal peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. Universities Canada provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.*