



## **The Company:**

Fox Translations is Ottawa based translation company translating documents in Canada' official languages. Fox Translations produces translations in French and in English for high profile organizations like Government of Canada, private corporations and independent organizations. The company is dedicated to delivery of error free high quality translations that are ready to serve their purpose.

Fox Translations delivers content virtually in all areas of human activity including business, government, law, leisure, finance, technology, culture and all spheres of personal interest. Our clients come from various levels of Canadian government, private corporations, public and labor organizations and general public, as well as from any person who produces documents written, in one of Canada's official languages. We translate highly technical, financial and legal, general and administrative content. Our services include editing, revision, adaptation and transcreation.

Reviser's role is to ensure and guarantee that documents they review accurately and correctly convey the message of the source text in the translation and that they are 100% error free.

## **Responsibilities:**

Revisers are at the finalization phase of the translation process. They proof documents translated by translators or composed by writers and authors. Revisers perform full linguistic, style, tone, grammar, spelling, format and visual verification and deliver error free final documents. They are responsible for accurate and error free final product.

Revisers perform some or all of the following duties:

- Parallel read translated and source documents
- Ensure the meaning, content and context of source documents is accurately conveyed using means, tone and style natural and appropriate to the target language and target reader
- Provide feedback to translators
- Tutor and provide instruction to translators
- Revise, proofread, verify and correct texts translated by other translators
- Maintain and build translation memories and terminology bases
- Conduct terminological research, suggest terminology, create and contribute to translation memory banks, glossaries, lexicons and terminology databases
- Train, supervise and consult other revisers
- Communicate with authors, originators, clients, resource persons, etc.
- Utilize translation memory and translation management systems e.g. Trados, MemoQ, Logiterm, CAT tools, and other advanced instruments used in translation
- Provide linguistic advice and consultation to clients
- Provide advice and consultation on use and selection of translation memories, AI based systems and other automation, efficiency and productivity tools use in translation
- Are proficient in using common word-processing, Windows based programs like MS Word, Excel, PowerPoint, and online translation research tools and systems

## **Qualifications:**

- French language native speaker proficiency
- University degree with a specialization in translation, interpretation or terminology or University degree in a related discipline such as languages, linguistics, philology and two years' experience in French translation or five years experience as full-time French translator or reviser



- Familiar with TERMIUM and other terminology databases
- Ability to revise in the range of 5000 to 9000 words per day
- Bear full responsibility for the overall quality of delivered documents

**Key Competencies:**

- Attention to detail
- Ability to work under pressure
- Experience using CAT tools e.g. Trados, MemoQ, Logiterm, etc.
- Excellent time management and priority handling skills
- Teamwork

**Assets (Not Mandatory):**

- Membership in a provincial or territorial association of translators, interpreters and terminologists may be required
- Fox Translations is an equal opportunity employer, dedicated and committed to recruiting and selecting applicants on the basis of their qualifications. We provide high quality translations to our clients and recognize the value of good and professional work of our employees and associates.