



Positions to fill: 2 TRANSLATORS

Department: Translation Services

Location: Montreal, Toronto or Winnipeg

COMPANY DESCRIPTION:

IGM Financial Inc. is one of Canada's leading diversified wealth and asset management companies with approximately \$271 billion in total assets under management. The company provides a broad range of financial planning and investment management services to help more than two million Canadian meet their financial goals. Its activities are carried out principally through IG Wealth Management, Mackenzie Investments and Investment Planning Counsel.

Under IGM Financial's unique business model based on leading brands and multi-channel distribution strategy, we're IG Wealth Management. For over 90 years of business we have grown to become one of the largest most respected companies in Canada. We are a leader in providing the best advice, experience and outcomes for our clients, personalized throughout their lifetime. This is your opportunity to build a career with a leading organization where you can learn, grow and thrive both professionally and personally.

At IG Wealth Management, our vision is to inspire financial confidence.

You will join a team that believes our success starts with the success of our clients, while working together as a team to realize our greatest potential. You will join a team that strives towards excellence while developing and sharing skills and knowledge. You can make a difference for our clients, the world around us and be part of a team that cares.

IG Wealth Management is a diverse workplace committed to doing business inclusively - this starts with having a representative workforce! We encourage applications from all qualified candidates that represent the diversity present across Canada - including racialized persons, women, Indigenous persons, persons with disabilities, 2SLGBTQIA+ community, gender diverse and neurodiverse individuals, as well as all who may contribute to the further diversification of ideas.

DEPARTMENT SUMMARY:

The mandate of Translation Services is to allow effective communication in French between the Company, its employees, Consultants, clients, shareholders, governments, the media and the general public.

JOB OPPORTUNITIES:

The Translation Services department is looking for a full-time translator for a permanent position and a full-time translator for a minimum of 12 months (with potential for conversion into a permanent position). Whether you are a beginner or highly experienced, we are interested in meeting you.

POSITION SUMMARY:

In carrying out the Company's communication strategies, Translation Services linguists are called upon to translate from English to French or to revise, depending on their level of experience, a wide array of texts of varying levels of complexity of a general nature or relating to the financial services industry and the operations of IG Wealth Management, Mackenzie Investments and IGM. Texts can take many forms: advertisements, brochures, training of all kinds, internal and external communications, policies and procedures for all our departments, etc.

The linguists on our team are first and foremost communicators and flag bearers of the Company's brand image in the French-speaking market. They actively collaborate with the other departments of the Company and play a key role in the visibility of the department and in raising awareness of the quality of the French language among our staff.

RESPONSIBILITIES AND DUTIES:

- Translate from English to French or revise documents of varying levels of complexity on a variety of topics for our clients, Consultants and employees.
- Contact clients to obtain additional information as needed and carry out all research required to provide an accurate translation.
- Help maintain consistency of terminology within the Company by recording results of research in the internal terminology database.
- Proofread ready-to-publish documents.

QUALIFICATIONS:

- University degree in translation
- Ability to assimilate information quickly on a variety of subjects
- Attention to detail
- Great ability to concentrate and organizational skills
- Ability to work under pressure
- Team player
- Solutions-oriented, intellectually savvy and autonomous
- Strong communication skills, verbally and in writing, in French and English
- Proficiency in all Microsoft Office applications (Word, PowerPoint, Excel, Outlook) and general computer skills to quickly master other applications.
- Knowledge of CAT tools, an asset

WHAT WE OFFER:

- Work week of 37.5hrs, flexible hours
- Hybrid way of working to enable work/life balance
- Dental and medical insurance coverage at hire
- Possibility to join a defined contribution pension plan at hire
- Possibility to join an employee share purchase plan at hire
- Annual bonus based on corporate goals and personal objectives achievement
- Three weeks vacation to start
- Wellness/health days
- Volunteering days
- Financing of position-related training for personal development

Please send your resume and a covering letter in French.

Please apply via our careers page at

<https://career17.sapsf.com/sfcareer/jobreqcareer?jobId=10537&company=investorsgP>
