



JOB TITLE: TRANSLATOR (ENGLISH TO FRENCH)

Company: OGC

Department: Corporate Communications

Reports to: Manager, Communications

Job Purpose: The Translator is responsible for translating and proofreading internal and external documents to enhance OTIP's Group of Companies image and brand. The Translator works proactively as a member of the Translation Team, collaborating with key business partners across the organization to meet the growing needs of French members/customers and employees.

Principal Responsibilities:

1. Ensuring the overall quality, accuracy and consistency of internal and external communications in the French language. This includes translating documents, defining and assisting departments (Insurance, Human Resources, Public Affairs, Group Benefits, Home and Auto Insurance, etc.) with standard models of grammatical structures, terms and usage in the French language, and recommending policies and processes to achieve such standards.
2. Proofreading documents written in French while ensuring quality standards are met and maintaining consistency.
3. Building strong relationships with key business partners across OGC to ensure ongoing organizational needs are prioritized and met.
4. Managing relationships with external consultants to manage translation overflow.
5. Carefully monitoring ongoing projects and deadlines.
6. Performs other duties within competence, as assigned.

Qualifications:

1. A university degree in translation (English to French) or a related field.
2. A minimum of five years' experience in translation.
3. Superior English and French communication skills including the exceptional ability to write, revise, and edit documentation.

4. Accurate, detail-oriented, and a quick learner with ability to take direction from multiple sources and prioritize effectively; must be able to manage multiple projects simultaneously from start to finish and meet deadlines.
5. Superior time management and organizational skills to manage competing priorities including strong project management skills.
6. A demonstrated ability to deal effectively with all levels of internal and external stakeholders.
7. Intermediate knowledge of Microsoft Office Suite and Trados applications.
8. Experience with working in a translation-structured environment considered an asset.

Working Conditions:

1. General office environment.
2. May be required to work overtime.