



## English to French Reviser/Translator (Based anywhere in Canada)

**Help make a difference for Canadians.** CMHC's [aspiration](#) is that by 2030, everyone in Canada has a home that they can afford and that meets their needs. All of our programs and activities support this singular goal.

**Be part of an inclusive workplace.** [Diversity and Inclusion](#) guides everything we do at CMHC. We're taking [concrete actions](#) to eliminate racism and embed equity into our culture, processes, programs, and policies so that they reflect the lived experiences of all Canadians.

Join the Corporate Support Team, where we have the focus, the people and the voice to achieve our aspiration. Your primary task will be revising texts translated by the external service provider. You will also occasionally translate various texts from English to French or from French to English, copy edit and proofread various texts in French (primary) or in English, as required.

In order to meet operational needs, the incumbent may be required to complete work in the evenings. (Eastern Time Zone).

**This is a permanent position.**

### Responsibilities:

- Revise in-depth or perform quality control on texts translated by the external provider.
- Contribute to the enrichment of the central terminology base by recording the results of terminological research as a specialist.
- Ensure the processed materials are aligned with the expectations of the intended audience(s).
- Provide quality client service and return projects within agreed deadlines.
- Organize work in such a way as to manage conflicting priorities. Help colleagues with their tasks and workload when available.
- Provide writing and copy-editing services to internal clients as required.

### Minimum Qualifications:

- Undergraduate degree in translation or in a related field such as linguistics.
- Minimum of three years of revision and translation experience in a similar professional environment.
- Strong knowledge of translation and terminology managements tools (FlowFit and Trados/GroupShare).
- Ability to adapt language and style to various types of documents (speeches, financial reports, social media, marketing).

- Strong project management and time management skills with the ability to prioritize and juggle several projects at the same time.
- Knowledge of CMHC's business activities and concepts (finance, economics and/or statistics).

**Preferred Qualifications:**

- Professional certification, memberships would be an asset.
- A degree and/or specialized knowledge in a field related to the Corporation's lines of business would be an asset.

**Posting closing date:** Note, the competition may remain active until filled

To apply: <https://careers.cmhc-schl.gc.ca/job-invite/7586/>

**IMPORTANT NOTICE – MANDATORY COVID-19 VACCINATION REQUIREMENTS**

CMHC has implemented vaccination requirements to align with Government of Canada mandatory vaccination measures for the federal public service.

Vaccination against COVID-19 is mandatory for all CMHC employees, regardless of place of work (teleworking, working remotely or working on-site). CMHC's vaccination measures, as updated from time to time, are a term and condition of employment.

CMHC requires all new employees to be fully vaccinated as a condition of employment. If you are the selected candidate, your vaccination status will be verified by an authorized CMHC third party as part of the offer process. If you wish to request an exemption from CMHC's vaccination requirements on valid human rights-based grounds, you must do so at the offer stage as part of the recruitment process and be approved for an exemption before any offer of employment can be issued.

CMHC is an inclusive workplace where diversity of thought – and of people – are recognized, valued, and considered essential to achieving our [aspiration](#).

We are committed to employment equity and actively encourage applications from women, Indigenous Peoples, persons with disabilities, veterans and persons of all races, ethnicities, religions, abilities, sexual orientations, and gender identities and expressions. We also welcome applications from non-Canadians who are eligible to work in Canada.

We sincerely thank all candidates for their interest, however, please note that only applicants selected for further consideration will be contacted. If selected for an interview or testing, please advise us if you require an accommodation.

**Job Requisition ID:** 7586

**Language Designation:** Bilingual

**Language Skill Levels (Read/Write/Speak):** PBC

**Travel Requirement:** Travel not required

**Office Location:** Vancouver (BC); Calgary (AB); Halifax (NS); Montreal (QC); Ottawa (ON); Toronto (ON)