

Mondex Corporation is currently seeking a full time **Certified German-French-English Translator** based in Toronto, to support its national and international team of historians, researchers and legal experts. For further information about the work performed worldwide by Mondex, visit our website at www.mondexcorp.com.

The **Certified Translator** would work closely with our team, translating a variety of documents ranging from historical, to legal, to correspondence, from German to French and/or English, French to German and/or English and English to German and/or French.

Responsibilities:

- Ensure high quality translation with no grammar and spelling mistakes;
- Provide accurate and timely translation;
- Translate written documents, such as variety of historical documents, articles, website content, presentations, letters, reports, emails, legal documents, and other;
- Translate calls, videos and recorded materials;
- Maintain the content, context and style of the original materials;
- Ensure cultural sensitivity and accuracy in all translations;
- Always maintain confidentiality and professionalism;
- Prioritize and track translation projects while complying with internal translation processes;
- Conduct quality checks by proofreading/reviewing linguistic work from peers and other external translators to ensure adherence to customer's and company's quality standards;
- Provide feedback and linguistic coaching to your peers and engage in quality improvement initiatives when needed;
- Monitor external translation quality progress, investigate quality variations and develop and implement measures to drive quality improvement in collaboration with other internal teams;
- Coordinate communications between external translators, revisers, team members, legal teams and clients;

Required Skills:

- Degree holder and extensive experience in Translation / Language / Communication or related disciplines;
- Excellent verbal and written communication skills in all 3 languages;
- Strong knowledge of grammar, vocabulary, and syntax in all 3 languages;
- Strong analytical, writing and editorial skills;
- Familiarity with legal terminology;
- Strong ability to resolve problems encountered during research, translation and revision;
- Ability to use translation tools and standard office software;

- Ability to work independently as well as cooperatively with others in a team environment and meet deadlines;
- Experience in reading handwriting, certification in palaeography preferred;
- Ability to read Sütterlin;

Preferred Skills:

- Additional language(s);
- Previous experience in proofreading or post-editing of machine-translated content is a great advantage;
- Interest in and/or experience with work involving historic artwork, or cultural collections;

Compensation for the position is salary based and will be commensurate with the successful candidate's skill and experience level. This position can be arranged to be a hybrid (work-from-home/in-office) position with flexible hours.

How to Apply:

Please e-mail your résumé and cover letter to recruiting@mondexcorp.com. Please include your remuneration expectations and advise on your preferred start date.

We thank all applicants interested in this position however, only persons selected for an interview will be contacted.