



Associate Translator, Linguistics Services

About AGF Investments

AGF Investments is a group of wholly owned subsidiaries of AGF Management Limited, a Canadian reporting issuer. The subsidiaries included in AGF Investments are AGF Investments Inc. (AGFI), AGF Investments America Inc. (AGFA), AGF Investments LLC (AGFUS) and AGF International Advisors Company Limited (AGFIA). The term AGF Investments may refer to one or more of these subsidiaries or to all of them jointly. This term is used for convenience and does not precisely describe any of the separate companies, each of which manages its own affairs.

AGF Investments entities only provide investment advisory services or offers investment funds in the jurisdiction where such firm and/or product is registered or authorized to provide such services.

AGF Investments Inc. is a wholly-owned subsidiary of AGF Management Limited and conducts the management and advisory of mutual funds in Canada.

Summary

Reporting to the Manager, Translation Services, the Translator will be responsible for day-to-day translation tasks in the Marketing department, working with peers and internal partners, in a collaborative and dynamic environment.

Responsibilities

- In close collaboration with other team members, update, maintain and proofread various French documents, based on original or modified English documents, as well as translate from English to French, as needed.
- Maintain style consistency in French documents and materials using widely accepted usage guides and in-house preferences.
- Work with internal partners to provide relevant and timely French documents, while maintaining good working relationships and high-level customer service
- Maintain open lines of communication with team members and internal partners
- Ensure adherence to all compliance and legal requirements as outline by industry regulators
- Help maintain an in-house terminology bank to ensure language and company consistency
- Execute French translation tasks in various AGF online digital platforms (website, email etc.)

Requirements

- One of two years of experience as a translator.
- Strong writing and oral communication skills in French and English with native advanced proficiency in written French language
- High degree of accuracy, strong attention to detail and focus on the quality of produced French documents by the company
- Ability to research terminology and use available reference resources efficiently
- Strong organizational skills with ability to multi-task and prioritize responsibly within tight deadlines
- Strong partner focus and sense of collaboration
- Excellent interpersonal skills
- Ability to work well in a fast paced, cross-functional and dynamic environment, while aligning to AGF's standards



- Sound knowledge of Microsoft tools
- Ability to learn other online tools
- Familiarity with recognized terminology databases and online sources

The position may allow some schedule flexibility, in a hybrid environment where employees work remotely and in office.

Education:

- BA in translation or equivalent training