



Translator–reviser (from English to French)

Location: Ottawa, ON

Position type: Permanent

Position length: Indeterminate

Remote work: Hybrid model

Closing Date: September 7, 2026 23:59 EST

Did you know?

As part of the Communications Department, the Translation and Editorial Services team ensures that the Bank of Canada effectively reaches its diverse French-speaking audiences. The successful candidate will play a key role in achieving this mission, working closely with a team of language and communication specialists.

The work of language professionals is evolving rapidly, especially in the light of new technologies. The successful candidate will need to combine language expertise with solid skills in project management, relationship management, digital literacy and artificial intelligence. The successful candidate is innovative and has a continuous-improvement mindset.

What you will do

Reporting to the Director, Translation and Editorial services, you will:

Translation and related duties

- Revise and translate general and specialized documents, including the Bank's major publications, speeches, technical economic texts and other high-visibility materials.
- Create and regularly maintain terminology records.
- Adapt communication materials for French-speaking audiences using the principles of plain language and inclusive writing.
- Provide feedback to translators to support their professional development and growth.

Project management

- Plan, coordinate and complete complex, high-profile translation projects, clearly defining milestones, responsibilities, deadlines and quality criteria.
- Develop effective work strategies, anticipate possible constraints and adjust priorities as operational needs, deadlines or project scope change.
- Ensure deadlines, production targets and quality standards are met by carefully monitoring work progress, identifying issues early and responding to competing priorities with consistency, sound judgment and efficiency.

Relationship management and influence

- Develop and maintain strong working relationships with internal clients, including with senior management, remaining mindful of their objectives, their target audiences and their constraints.
- Provide advice on language, cultural adaptation and communication with French-speaking audiences, notably by recommending strategies that are effective, clear and appropriate for the context.
- Promote effective collaboration among stakeholders in complex projects by clarifying expectations, facilitating communication and helping to resolve differing points of view.
- Communicate clearly and thoughtfully, even in challenging situations with tight timelines and high expectations.

Digital literacy and artificial intelligence

- Use technology, including artificial intelligence tools, critically, safely and responsibly by evaluating outputs, confidentiality risks and their value-add for language work.
- Help integrate technological tools into the team's work by, for example, participating in trials, making recommendations and sharing best practices.

Continuous improvement and innovation

- Recommend actionable improvements to processes, tools and ways of working to increase efficiency, consistency and quality.
- Demonstrate curiosity and openness to new ways of working, including by staying informed of trends in translation, revision, plain language and language technologies.
- Participate actively in developing new translation and revision practices by contributing to team discussions and pilot projects and supporting the creation of guidelines and internal standards.
- Manage specific assignments upon request.

What you need to succeed

- You have a perfect command of French and English.
- You have strong expertise in translation, revision, terminology research and writing.
- You have extensive experience translating economic and financial content.
- You have strong research skills, rigour and sound judgment.
- You work effectively under pressure, meeting tight deadlines while also demonstrating a proven ability to perform in a demanding work environment where output must remain consistently high.
- You work independently but also collaborate well with others.
- You readily integrate technology into your work.
- You are collaborative, attentive to and focused on the needs of your clients, colleagues and the organization.
- You manage priorities effectively and recommend innovative solutions, particularly when work volumes are high and timelines require quick, strategic and well-supported decisions.
- You adapt easily and quickly to change.

- You are resourceful and take initiative.
- You have strong analytical skills and a constant desire to learn.

Education and experience

- Bachelor's or Master's degree in translation or in a related field.
- A minimum of seven years of translation experience, including at least five years as a reviser

Nice to have

- Experience translating and revising in a structured, high-performance environment
- Professional accreditation (OTTIAQ or ATIO)
- Strong knowledge of translation tools, particularly LogiTerm, and related technologies

Additional information

- English and French bilingual essential, with a minimum level of fully functional (level 5)
- Security level required: Be eligible to obtain Reliability

What you can expect from us

This is a great opportunity to join a leading organization and be part of a high-performing team. We offer a competitive compensation and benefits package designed to meet your needs at every stage of your life and career. For more information on key benefits please visit [A great deal to consider](#).

- Salaries are based on qualifications and experience and typically range from \$111,051 to \$130,649 (job grade 17)
- The Bank offers an incentive for successfully meeting expectations at 7 to 10% of your base salary. The Bank offers additional performance pay (5%) for those who exceed expectations. Exceptional performers who far exceed expectations may be eligible for higher performance pay.
- Flexible and comprehensive benefits so you can choose the level of health, dental disability and life and/or accident insurance coverage that meets your needs
- Extra vacation days (up to five each year) that you can purchase to add to your vacation entitlement
- Indexed, defined-benefit pension

To apply, click here: [Translator-Reviser \(from English to French\) Job Details](#) | [Bank of Canada](#)