



Senior Translator (Bilingual) York University – Glendon College

Contract : October 1st, 2026 – June 9th, 2029

Hiring Salary : \$97,124.00 (FTE annual)

Posted until filled. Hybrid work: Onsite Position with Remote Work days available

Please view full posting and apply on York career portal : <https://bit.ly/3Tsi8r0>

Posting Summary

Purpose:

Reporting to the Executive Officer, the Senior Translator is responsible for translating written materials from English into French, and occasionally from French into English. These materials can be technical or non-technical and may include confidential or sensitive information. The Senior Translator is also responsible for writing and editing text, comparing versions of documents, proofreading translations and maintaining translation tools such as databases and terminology lists. The role supports communication activities by offering advice and helping guide translation-related tasks. The role is responsible for the coordination of translation projects. The Senior Translator will work on projects for York University and Glendon College. The role is located at the Glendon campus.

Education:

University degree in Translation or a related field. Holds and maintains current certification in translation (e.g. membership in good standing with the Association of Translators and Interpreters of Ontario (ATIO) or an equivalent recognized translation body).

Experience:

Five (5) years of experience in English French and French-English translation of standard, complex, technical and non-technical, and communication documentation. Experience using various translation tools and creating databases. Knowledge translation trends and best practices.

Skills:

Effective communication skills with the ability to convey information clearly and respectfully to diverse audiences, in both French and English.

Demonstrated ability to translate content, primarily from English to French, occasionally from French to English.

Demonstrated ability to communicate effectively in writing for a variety of audiences.

Attention to detail with a methodical and disciplined approach to work, ensuring accuracy and high-quality output.

Planning, organizational, and priority setting skills, with the ability to work with competing deadlines.

Demonstrated ability to adapt to changing demands, remain flexible, and work effectively under pressure.

Ability to work effectively both independently and as part of a team.

Demonstrated ability to deal with multiple tasks simultaneously.

Effective interpersonal skills with the ability to work effectively with a variety of clients.

Ability to generate solutions to problems.

Excellent knowledge of technical translation and technical writing across a broad range of subject areas.

Proficient with tools used in translation and communications settings, such as computer-assisted translation (CAT) tools.

Proficiency with a computer and Microsoft Office, including Word, Excel, PowerPoint for preparing documentation.