

## Translations Assistant / Assistant(e) de Traduction

### Job Description

**Position:** Translations Assistant

**Reports to:** Translations Unit Manager

**Supervisee(s):** N/A

**Liaises with:** Reception and 2 other translators of the Translations Unit

#### Purpose of the position:

Under the supervision of the Translations Unit Manager, the Translations Assistant will translate accurately a variety of written materials from their 'source language' into the 'target language', either from French into English or from English into French.

#### Major Responsibilities:

- Provide timely, accurate, proofread and edited translation of original copy in the target language from French into English, or from English into French, usually as a word-processed document
- Use specialist dictionaries, thesauruses and reference books to find the appropriate word equivalents
- Research legal, technical and scientific phraseology to find the correct translation
- Where appropriate, consult with experts in specialist areas
- Liaise with clients to discuss any unclear points
- Prioritize work to meet deadlines
- Retain a copy of all translated documents
- Any other duties as assigned by the Translations Unit Manager

#### Education and Experience:

- Bachelor's degree in Translation or equivalent
- At least 1 year of experience in translating a variety of documents at a professional level

#### Key Competencies:

- Attention to detail
- Ability to prioritize and work to tight deadlines
- Ability to read and understand information and to communicate in a way that people will easily understand
- Advanced knowledge of the structure and content of English and French, including the meaning and spelling of words, rules of composition, grammar and pronunciation
- Respect of confidentiality

#### Working hours:

Mondays to Fridays: 8am – 5pm

#### Mode of Application:

Send your CV and a motivation letter to [translations@afaccra.com](mailto:translations@afaccra.com) by June 30<sup>th</sup>, 2015