



Emergency Response Assistance Canada (ERAC)

French Translator

Job Location: Calgary, AB, Canada

For more than 30 years, Emergency Response Assistance Canada (ERAC) has been providing a quality system to manage the Emergency Response Assistance Plans (ERAPs) of more than 300 members from the flammable gases and liquids industry. We are a national cooperative not-for-profit organization, committed to excellence in serving our response teams, responders, Plan Participant members and working closely with regulators of dangerous goods.

We are looking for career-minded candidates ready for the challenge of working with multiple stakeholders and in a fast paced environment.

Contract Type:

6 month contract

Start Date:

Immediate

Salary Range:

Depends on skills and experience

General Information:

This position is responsible for providing reliable and accurate translations from English to French. The candidate will translate a diverse range of documents from PowerPoint presentations, online training courses, policies/procedures, codes of practice, newsletters, marketing materials and website content. They will require strong editing skills and the ability to format into internal/external document templates. Sentences and ideas must be translated to retain the tone of the source documents. French voice over will also be required for our interactive training courses.

Responsibilities:

- Translates documents from English to French
- Manages translation and proofing requests
- Tracks projects to ensure timeframes are respected and met
- Ensures internal procedures are followed throughout the project
- Prepares and organizes all project documentation
- Notifies manager if any issues arise

Qualifications:

- Fluent in French and English
- Excellent written and verbal communication skills in French and English
- Solid understanding of translation and proofreading functions
- Project management experience is an asset
- Team player
- Ability to multitask
- Extreme attention to detail
- Ability to work in a fast-paced, dynamic environment and under pressure
- Problem-solving skills
- Strong computer knowledge and proficiency in Microsoft applications (Excel, PowerPoint and Word) are mandatory

Education/Experience:

- Post secondary diploma or degree in Translation or equivalent (preferred)
- Minimum 2 years experience in English-to-French translation on a wide range of materials
- Translating emergency management and petroleum industry technical documents would be an asset

Please email your cover letter and resume to info@erac.org. Only qualified candidates will be contacted for an interview.

Thank you for choosing Emergency Response Assistance Canada (ERAC) in your career options.