



Communications Analyst – Revision and Translation

Vestcor has a full-time position available for a Communications Analyst – Revision and Translation (on-site).

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada providing global investment management services to ten different client groups representing approximately \$21 billion in assets under management. We also provide administration services to eleven pension plans and four employee benefit plans.

As a New-Brunswick based organization, it is imperative that all our information and resources be provided in both official languages. The Communications team is responsible for all publicly available information, including corporate and client websites, member newsletters, informational videos, annual reports, and more, in addition to corporate and client reports.

The Communications Analyst – Revision and Translation’s primary responsibility is the coordination and revision of translated information received from third-party translation services. From time to time, this individual will also be asked to translate information, especially when tight timelines are required. Should the successful candidate be interested, there is also an opportunity for this role to be actively involved in the development of communications assets – such as writing content and scripts for a variety of audiences and formats, preparing presentations, etc.

The successful candidate should have a bachelor’s degree and at least 4 years of experience related to revising and/or translating documents in English and French. The candidate must have superior verbal and writing communication skills in both official languages, acute attention to detail, excellent work ethic and strong organizational skills. The candidate should be able to perform well in a team-oriented environment and be proficient with the use of the Microsoft Office suite.

In the covering letter candidates **must** demonstrate why they believe they have the required qualifications and skills for this position.

We offer a competitive salary, an excellent benefits package and a challenging and rewarding team environment. The successful candidate will participate in the New Brunswick Public Service Pension Plan. All employees work on-site at our office in Fredericton, NB.

Vestcor supports a diverse and inclusive work environment and encourages applications from all qualified applicants. Interested applicants must forward their cover letter and resume to the contact information below. This position will remain open until filled.

Manager Human Resources
Vestcor Inc.
400 – 140 Carleton St.
Fredericton, NB E3B 3T4
Or via e-mail to: careers@vestcor.org