

POSITION DESCRIPTION

Title:	Communications Analyst – Revision and Translation
Department:	Communications
Immediate supervisor:	Director Communications

CORE ACCOUNTABILITY

The Communications Analyst - Revision and Translation works efficiently and manages time properly. Strong communication with other colleagues and the ability to work well in a team environment are crucial for this position. The position's primary responsibility is ensuring accuracy in all public and client facing assets that are provided in both official languages. This individual must enjoy reviewing corporate and *informal* documents in a variety of formats, and have a passion for accuracy between our two official languages. The successful candidate should have a keen interest in learning specific terminology. Although third-party translation services are available, the candidate should expect to translate information from time to time, when tight deadlines are required. Given the importance of this position, excellent verbal and written communication skills in the French and English language are required. This position works on-site on a full-time basis, at our office in Fredericton, NB.

MAJOR RESPONSIBILITIES

1. Support the implementation of corporate, client and member communication strategies.
2. Revised, and at time translate, corporate, client and member communication assets of various lengths and writing styles.
3. Be the point of contact and coordinate translations with third-party translation service providers.
4. If interested, write content for a variety of formats and audiences, at times simplifying complex and technical concepts to make them easier to understand. These may include annual reports, website content, emails, newsletters, video scripts and client reports.
5. Research best practices in the areas of translation, revision, and evolution of language.

COMPETENCY PROFILE

1. Bachelor's degree in translation, or a related university degree.
2. 4 years of experience with revision and/or translation.
3. Excellent verbal and written communication skills in French and English.
4. Acute attention to detail.
5. Excellent work ethic.
6. Strong organizational skills.
7. Proficient in Microsoft Office Suite.
8. Exposure to the pension and investment management industry is considered an asset.