



Communications Analyst - Translation

Vestcor has a full-time position available for a Communications Analyst - Translation.

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada providing global investment management services to ten different client groups representing approximately \$20.0 billion in assets under management. We also provide administration services to eleven pension plans and four employee benefit plans.

A member of the Communications team, this position is responsible for overseeing all translations in support of the implementation of corporate, client and member communication strategies. In addition to translating and proofreading, as well as coordinating translations with third party translation services, the individual will write content for a variety of audiences and formats, often simplifying complex and technical concepts to make it easier to understand. Responsibilities also include supporting the maintenance of the content on Vestcor and client websites, support in the development of video content, and review of all client, member and public content for accuracy in both official languages.

The successful candidate should have a bachelor's degree and at least 4 years of experience in translation. 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.

Written and spoken competence in English and French is required.

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.

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