

## POSITION DESCRIPTION

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<b>Title:</b>	<b>Communications Analyst - Translation</b>
<b>Department:</b>	<b>Communications</b>
<b>Immediate supervisor:</b>	<b>Manager Communications</b>

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### CORE ACCOUNTABILITY

The Communications Analyst - Translator 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 Communications Analyst-Translator is primarily responsible for performing translations and proofreading various documents. This individual requires an acute attention to detail, a keen interest in learning specific terminology, and an understanding of the different levels of literacy to be able to adapt text for each one. Given the importance of this position, excellent verbal and written communication skills in the French and English language is required, along with extensive knowledge of translation.

### MAJOR RESPONSIBILITIES

1. Support the implementation of corporate, client and member communication strategies.
2. Translate and proofread corporate, client and member documents of various lengths.
3. Coordinate and proofread translations with third-party translation service providers, as necessary.
4. Write and simplify complex and technical concepts to make them easier to understand, for a variety of formats (incl. annual reports, websites, emails, newsletters, videos, to name a few).
5. Research best practices that are being implemented by leading peer organizations.
6. Maintain ongoing knowledge of current communication and marketing trends and technologies.
7. Support the maintenance of the content on Vestcor and client websites.

### COMPETENCY PROFILE

1. Bachelor's degree in translation, or a related university degree.
2. 4 years of experience in 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.