

**Position: Senior French Reviser**

**Location: Toronto**

**Job Type: Full-Time Position**

**Hours: Monday to Friday 9:00 AM to 5:30 PM**

### **About All Languages Ltd.**

All Languages Ltd is a privately-owned company headquartered in Toronto, Ontario. We currently have 30+ full-time employees and over 1,900 freelancers. We serve over 3,500 active clients spanning all industries, government, institutions, agencies, charities and non-profit organizations.

### **Position Overview**

- This role requires someone with a strong command of the English and French languages, attention to detail, and the ability to work at a fast pace with strong organizational skills. We are looking for a dynamic individual who will provide guidance to both internal and external linguists. We would prefer someone who holds the title of Certified Translator from a recognized provincial or national translation association (i.e. ATIO; ATA).

### **Responsibilities:**

- Revise English-to-French translations, ensuring that they are a true reflection of the source text in terms of meaning, style and layout
- Provide translators and revisers regular feedback and advice/direction on ways to improve
- Use Trados (and other tools/resources) to ensure proper use of terminology, spelling and grammar
- Create and/or update Terminology Databases and Translation Memories
- Perform a format check and final review on translated documents in their native format
- Liaise with fellow revisers to schedule projects, meet deadlines, and distribute work
- Work with Recruiting to validate and on-board new linguists
- Help resolve quality-related complaints by determining root cause and implementing solutions
- Collaborate with Management to assess linguist productivity and quality
- Provide feedback to continually improve internal processes

### **Requirements:**

- Degree in translation or related field
- 5+ years translation/revision experience
- Research, cultural, and technical competence
- Highly proficient with CAT tools
- Ability to work effectively under pressure
- Good teamwork skills
- Eligible for security clearance

### **Why All Languages Ltd?**

- Competitive salary
- Performance incentives
- Friendly work environment

Please forward your CV and cover letter to [Recruiting@AllLanguages.com](mailto:Recruiting@AllLanguages.com) and include in your e-mail the subject line "Senior French Reviser – Permanent Full-time Position." We appreciate all submissions; however, only shortlisted candidates will be contacted.