

Receptionist/Junior Translation Coordinator – Permanent Full-time Position

All Languages is a full-service language-services provider that has served professionals since 1971. We are Canadian owned and operated, and serve clients that are located all around the world. We are focused on customer satisfaction, and use technology to continuously improve processes and client communication.

The role of Receptionist/Junior Translation Coordinator requires someone with attention to detail, great multi-tasking skills, the ability to work at a fast pace and with strong organizational skills. We are looking for a dynamic individual who will work well in a team environment and with our clients and vendors.

Job Type:

- Full-time: Monday to Friday - 8:30 AM to 5:30 PM

Job Location:

- Toronto, ON - Office is located on Bloor East (across the street from Sherbourne subway stop)

Receptionist Responsibilities (70%)

- Primary receptionist during business hours:
 - Greet office guests
 - Answer all incoming calls, handle general inquiries and transfer calls
 - Sort and distribute mail and deliveries, including in and outbound courier management
 - Manage office procurement and petty cash
 - Assist with processing walk-in translation clients, including quotes and order requests
 - Other miscellaneous reception and administrative duties, as required

Junior Translation Coordinator Responsibilities (30%)

- Support our team of Translation Coordinators and Translation Account Leads:
 - Accurately count words in order to prepare estimates
 - Calculate project costs and deadlines
 - Process clients' translation quotes and order requests
 - Confirm timelines, coordinate projects and assign/manage resources
 - Ensure linguist and client fees are accurately priced
 - Prepare and maintain all project-related documentation
 - Other administrative functions, as required

Requirements:

- Excellent spoken English and strong writing skills
- Exemplary telephone manners and communication skills
- Customer service oriented
- Experience as front-desk staff
- Computer literate, with a good working knowledge of Microsoft Office applications
- Fast and accurate typing skills
- Detail oriented, personable, assertive, disciplined, self-motivated, reliable and high energy
- Work well and accurately under pressure

- Eligible for security clearance
- Excellent organizational and multi-tasking abilities

Assets:

- Experience in dealing with diverse communities
- Fluent in a second or multiple languages
- Experience in translation industry (in any capacity – i.e. linguist; interpreter; etc.)
- Experience in project management

Why All Languages Ltd?

- Competitive salary
- Performance incentives
- Friendly work environment
- Professional development and opportunity for advancement

Please forward your CV and cover letter to Recruiting@AllLanguages.com and include in your e-mail subject line “**Receptionist/Junior Translation Coordinator – Permanent Full-time Position.**” We appreciate all submissions; however, only shortlisted candidates will be contacted.