
Job Description

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 Translation Coordinator requires someone with attention to detail, a talent for multi-tasking, strong organizational skills, and the ability to work at a fast pace. We are looking for a dynamic individual who will work well in a team environment and with our clients and vendors. The role comes with opportunity for advancement in either operational project management or client management and sales.

Job Type:

- Full-time: Monday to Friday - 9:00 AM to 5:30 PM

Job Location:

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

Responsibilities:

- Effectively correspond with clients and vendors
- Write quotes with the assistance of templates
- Process orders using company-specific tools and systems
- Analyze and prepare files
- Select and assign vendors based on a variety of criteria
- Calculate project costs and deadlines
- Manage projects through to completion, ensuring deadlines are met
- Prepare and maintain all project-related documentation
- Organize and attend client meetings

Requirements:

- Excellent spoken English and strong writing skills
- Exemplary telephone manners and communication skills
- Customer service oriented
- 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

We appreciate all submissions; however, only shortlisted candidates will be contacted.

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