

Position: Translation Coordinator/Back-up Desktop Publishing Coordinator

Location: Toronto

Job Type: Full-Time Position

Hours: Monday to Friday 10:00 AM to 6:30 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 attention to detail, great multi-tasking ability, strong organizational skills, and the ability to work at a fast pace.
- Basic knowledge of DTP applications such as InDesign, Illustrator, Quark, etc. is an asset.
- Looking for a dynamic individual who will work well in a team environment as well as with clients and vendors. There is opportunity for advancement in either operational project management or client management and sales.

Responsibilities:

- Effectively correspond with clients and vendors through all mediums of communication
- Prepare and maintain all project-related documentation
- Analyze and prepare files to calculate project costs and deadlines, including scope of DTP work when applicable
- Write quotes with the assistance of templates
- Process orders through use of company-specific tools and systems
- Select and assign vendors based on a variety of criteria
- Lay out translated text in a number of graphic file formats or assign the task(s) to high quality and reliable resources
- Validate layout meets project specifications (correct fonts; alignment; all text visible; etc.)
- Manage projects through to completion, ensuring deadlines are met.

Requirements:

- Successful completion of a post-secondary degree or diploma
- Advanced knowledge of Microsoft Office applications
- Basic knowledge of DTP applications in both PC and Mac environments is preferred
- High level of technical proficiency
- Ability to resolve problems and answer technical/DTP related questions
- Detail-oriented, personable, assertive, disciplined, self-motivated, reliable, and always in full control of situations
- Work well under pressure with a sense of urgency, accuracy and common sense
- Excellent teamwork
- Knowledge of translation industry an asset
- Eligible for security clearance

Why Us?

- Competitive salary
- Performance incentives
- Friendly work environment

Please forward your CV and cover letter to Recruiting@AllLanguages.com and include in your e-mail the subject line "TC/Back-up DTP – Permanent Full-time Position." We appreciate all submissions; however, only shortlisted candidates will be contacted.