As a national, non-profit organization, the Royal College speaks for more than 50,000 medical and surgical specialists and resident affiliates. The mission of the Royal College is to serve patients, diverse populations and our Fellows by setting the standards in specialty medical education and lifelong learning, and by advancing professional practice and health care. The Royal College offers a stimulating and professional work environment.

**Translator (English to French)**

Two Opportunities: one 9 to 12-month contract and one 10-month contract

Reporting to the manager of Translation Services, your primary function is to translate from English to French various types of documents related to medical education, member services and corporate governance. As such, you will be expected to be incredibly versatile and to adapt to organizational needs.

**The Opportunity**

Are you fluently bilingual in English and French with a passion for languages and text? Do you have a degree in translation and enjoy collaborating with a high-performing team? Would you like to join a team of dedicated and seasoned language professionals who work remotely and are keen to share their expertise? If these check all the boxes, send us your application!

**Here’s an insight into your typical day to day**

- You will be responsible for translating from English to French various documents.
- You will ensure the consistent use of terminology, as well as the application of internal standards and clients’ preferences.
- Writing and revisions could also be part of your responsibilities.
- You will liaise with stakeholders to resolve potential issues regarding translation.
- You will occasionally attend virtual meetings for information purposes.

**Does this sound like you?**

- Level of education, training and experience equivalent to a degree in translation, linguistics or equivalent
- Five years or more of directly related experience
- In-depth knowledge of theory and practices of translation, revision, proofreading and terminology research
- Excellent organizational skills, an ability to observe multiple deadlines and to work independently or as a part of a team
- Clear, concise and effective communication skills
- Knowledge of medical terminology, an asset
- Certification in translation or willingness to obtain it, an asset
- Interest and experience in writing and editing, an asset

**How to get noticed?**

Please forward your résumé, covering letter and salary expectations by June 14, 2021 to careers@royalcollege.ca. To ensure the hiring committee reviews your application, quote posting JD131-0632 last name, first name in the email subject line.

We welcome applications from those with a demonstrated commitment to upholding the values of equity, diversity, and inclusion. We encourage applications from traditionally marginalized groups.
We sincerely thank all applicants for their interest; however, we will only contact those under consideration. An eligibility list may be established for similar positions of various tenures. The list will be retained for a maximum period of 18 months.

We are dedicated as an organization to adhere to public health guidelines in support of our employees and their families. As such, we have recently extended our remote work arrangements for most of our teams. This assignment and permanent position would permit remote work from Ontario or Quebec. Should public health restrictions be lifted, you may need to travel to Ottawa, Ontario for select meetings. Flexibility is key in our new world.

Royal College is committed to the principles of equity, diversity, and inclusion in its learning, work environments and in its operations. We encourage applications from traditionally marginalized groups. We believe in and promote the rights of all persons with disabilities as outlined in the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Accessibility Standards Regulations. To meet this obligation, the Royal College will make appropriate accommodations available. As required, please inform People Services of the nature of any accommodation(s) that you may require to ensure your equal participation.

[Click HERE](#) to learn about Royal College and visit us at [royalcollege.ca](http://royalcollege.ca)

Band 6
Starting salary ranges from: $68,458.00 to $77,016.00

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