



Arctic Co-operatives Limited

Career Opportunity

Title	Interpreter/ Translator
Division	Corporate Services
Location	Home Office - 1645 Inkster Blvd, Winnipeg
Other	Permanent, full-time

Position Summary

Reporting to the Vice President, Corporate Services, unless otherwise assigned. The Interpreter/Translator interprets written or spoken material into one or more other languages, ensures meaning and context are maintained, creates glossaries or term dictionaries, possesses knowledge of Inuktitut, works with individual clients and internal stakeholders, and attends board of director meetings to provide simultaneous interpretation services when required.

Duties and Responsibilities

- Reads through or listens to material in one language, ascertains understanding of the meaning and context of that material, and converts it into a second language, making sure to preserve the original meaning;
- Translates online, video, and television media by providing subtitles for Online Learning or Presentations;
- Consults with subject matter experts and other colleagues to understand technical concepts and translate them appropriately;
- Refers to online translation tools for additional assistance with translation;
- Provides clients with quotes on time taken to complete requests based on project length and level of complexity;
- Follows up with clients to ensure satisfaction and understanding;
- Uses translation software to encourage efficiency and consistency;
- Follows legal and ethical obligations and keeps board of directors' details strictly confidential;
- Translates various documents including literary, legal, research, technical, scientific, educational, and commercial materials;
- Specializing in the Inuktitut language and researches regional dialect differences;
- Prepare and submit reports required by the department;
- Attend regional meetings and Board of Director meetings (occasional evening & weekend required);
- Travel may be required;
- Other duties and projects as assigned.

Qualifications

- Post-secondary education in Administration is an asset;
- Experience with translating documents from English to Inuktitut and reverse;
- Ability to work independently and within a team environment;
- Ability to work within the budgeted time and meet deadlines;
- Strong time management skills and ability to multitask;
- Strong analytical skills and attention to detail;
- Strong communication skills, both written and oral;
- Good interpersonal skills;
- Highly organized and efficient;
- Ability to travel as required;
- Proven commitment to personal growth and development.