

Translator (Junior to intermediate)
Alcool NB Liquor & Cannabis NB

Position Background

ANBL & CNB are seeking a Translator (Junior to intermediate) to join the Communications team, to fill the need for a language professional. Reporting to the Director of Communications, the Translator is primarily responsible for performing translation, terminology, and proofreading tasks. As necessary, the Translator will assist the Director in developing optimized new language processes, coordinate with third-party translators, and manage the language needs of the corporation. The Translator brings extensive knowledge of translation, interpretation, and terminology between English and French including New Brunswick-specific terminology, familiarity with the business context of documents being translated, and an in-depth knowledge of reference works and documentary resources.

What will you be doing?

The successful Translator will be responsible for translating industry-specific documentation, including difficult and urgent requests. The successful candidate will also contribute to ANBL Language policies and projects, including an in-house terminology database. The Translator will liaise with the third-party translation service hired by ANBL/CNB contract to manage deadlines and schedules, and to determine the allocation of translation work. Once familiar with ANBL and CNB procedures, you will continue to help optimize the system and identify opportunities for continuous improvement.

Core Responsibilities

- Translate documents for daily operations.
- Collaborate with third-party translation services.
- Contribute to ANBL and CNB language policy.
- Create and update SOPs which will improve translation requests.
- Provide updates to employees on changes to procedures, policies, or providers.

Required Experience and Abilities:

- University degree in translation, and minimum four years of work experience in translation; OR a related university degree and minimum of six years work experience in translation.
- Superior written and verbal communication skills and cultural knowledge of source and target languages (English and French for Canada and New Brunswick). Extensive knowledge of retail, marketing, business terminology, including New Brunswick-specific terminology and customer-facing materials.
- Excellent communication skills to articulate and endorse business needs and processes, and advocate for process improvements.
- Adaptable, analytical, detail-oriented, with excellent decision making, problem solving, planning and organizational skills.
- Experience using Microsoft Office software.

It would be fantastic if you also had:

- Current CTINB accreditation.
- Current certification in any other Canadian professional association in translation.
- Retail or marketing experience.

Location:

- Reports into the Retail Operations Centre (ROC) in Fredericton, New Brunswick.
- Preference will be given to candidates residing in New Brunswick.
- Occasional travel to ROC is expected for meetings and planning sessions.
- Occasional travel throughout the province of New Brunswick may be required.

Note:

- Only candidates with legal authorization to work in Canada will be considered (no work sponsorship will be provided for international job seekers).

What's in it for you?

Being part of the ANBL team means being part of an organization that values its employees. In addition to offering a market competitive salary, we ensure that our employees can enjoy Work-Life Balance, Professional & Personal Growth, and Service Opportunities.

Work-Life Balance: ANBL offers a comprehensive benefits package, including medical, dental, and a generous pension plan. Employees also have access to a Health Spending Account or Wellness Subsidy, and opportunities to utilize flexible work arrangements.

Professional & Personal Growth: ANBL offers many types of internal and external continuous learning and training activities.

Service: ANBL values contribution to our province, offering a paid volunteer day each year, and many opportunities to contribute to communities throughout the year.

How do I join the ANBL Team?

Share your resume through our online application system.

Only those under consideration will be contacted. We thank all those who apply! For more information about ANBL, please visit www.anbl.com.

