



Internal/External Job Posting

MOSAIC Translation Services



POSITION: Translations Services Administrator, MOSAIC Translations

DEPARTMENT: Communications and Development

CORE FUNCTION:

Under the direction of the Manager of Translation Services, the Translations Services Administrator is responsible for a wide range of services, including intake of translation requests, effective and timely delivery of translation services, quality control of services delivered and overall administrative support needed for the successful operation of the department.

QUALIFICATIONS AND DESIRED EXPERIENCE:

- Familiarity with the translation services industry, its trends, issues and challenges;
- Bachelor's degree in a related field (linguistics, translation, or languages), or a combination of education, training and relevant experience;
- Office work experience and excellent knowledge of office equipment, including computer hardware and software;
- Effective organizational abilities, sound judgment and initiative;
- Experience working with a diverse immigrant population;
- Tactfulness and patient approach to clients' needs;
- Very good interpersonal skills, pleasant telephone manner and conflict resolution skills;
- Ability to work independently, organize workload efficiently and multitask in an extremely busy and fast-paced environment;
- Second language an asset.

POSITION TYPE: This is a **part-time position** (21 hrs per week).

SALARY: Starting at \$20.01 per hour

RÉSUMÉS TO: MOSAIC Translation Services
Attn: Manager
5575 Boundary Rd.
Vancouver, B.C. V5R 2P9
Email: tkrzman@mosaicbc.org

DEADLINE: March 8, 2019

NOTE: Only those selected for an interview will be contacted.

