



Internal/External Job Posting
Translation Services Administrator
MOSAIC Translation Services
Vancouver, Boundary Location

POSITION: Translation Services Administrator
MOSAIC Translation Services

DEPARTMENT: Employment, Language & Social Enterprise

POSITION FUNCTION:

Under the direction of the Manager of Translation Services, the Translation 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:

- Familiarity with the translation services industry, its trends, issues, and challenges.
- Bachelor's degree in a related field (linguistics, translation, or languages), and/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.
- Very good proofreading skills and attention to detail.
- Experience working with a diverse immigrant population.
- Tactfulness and patient approach to clients' needs.
- Excellent 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.

THIS POSITION IS ON SITE AND WORKING FROM HOME IS NOT AN OPTION.

HOURS: This is a **full-time position** (35 hrs per week)

STARTING PAY: Starting at \$23.43 per hour

A competitive benefits package is provided with contracts of at least 1 year in length and which offer a minimum of 17.5 hours of work per week.

RESUMES TO: Please apply via email. In the subject line of your email, please type:
“Your Name – Translation Services Administrator”
Please submit a cover letter and resume in PDF/Word format.

MOSAIC Translation Services
Attn: Tanja Krzman, Manager
Email: tkrzman@mosaicbc.org

DEADLINE: August 7th, 2022 or until the position is filled

NOTES: Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

POSTING DATE: August 3rd, 2022



MOSAIC is committed to promoting equal employment opportunities for all members of the community