

TRANSLATOR

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

POSITION OVERVIEW

We are currently seeking a Translator to join our Montreal office. The Translator is responsible for translating various forms (hard and electronic copy) of written content from English to French and French to English. Content will be directed to both internal and external audiences.

KEY ACCOUNTABILITIES

- Consult with stakeholders to understand their translation requirements.
- Translate written material such as correspondence, legal documents, website content, newsletters, bios, pitches, conference material, brochures, manuals, policies, etc. while maintaining context, content, tone and style of the original material.
- Research legal and technical phraseology to find the correct translation.
- Assist in the understanding of the nuances of translated documents by investigating and understanding unfamiliar definitions and terms.
- Proofread and edit translated documents and ensure final version is grammatically correct.
- Ensure all translated correspondence complies with the Firm's brand, guidelines and standards.
- Ensure all French copywriting and proofreading conforms to client guidelines and to language laws in the province of Quebec.
- Maintain and update the firm's internal and external French website.
- Prioritize work to be completed internally and determine work to be outsourced to third party vendors. Liaise with vendors to translate business requirements of the task or project. Oversee the work completed to ensure satisfaction and ensure the final product meets stakeholder needs. Work closely with vendors to ensure they adhere to the terms and service level agreements.
- Participate in projects and initiatives as required.

ATTRIBUTES & EXPERIENCE

- Degree in translation or a specialization in translation in English and French.
- Certified translator or terminologist in the field of legal translation is required.
- Minimum 3-5 years' experience as a full time translator working in English and French.
- Expert research skills for finding the correct terminology for translations.



- Proficient in MS Office which includes a strong working knowledge of Outlook, Excel, PowerPoint and Word. Excellent communication skills in French and English (verbal and written) are foundational requirements of the role.
- Excellent communication skills in French and English (verbal and written) are foundational requirements of the role.
- Ability to work effectively in both English and French (with tact and diplomacy) with a broad range of audiences, including partners, senior management and clients.
- Exceptional client service orientation combined with the ability to manage multiple client needs at the same time.
- Exceptional attention to detail.
- Strong interpersonal skills with the ability to work well both independently and collaboratively within a team environment.
- Sound judgment including the ability to deal with confidential information with utmost discretion.
- Results-oriented, self-directed individual with the ability to prioritize in a fast paced, deadline-driven environment.

HOW TO APPLY:

Interested candidates should forward their resume to Jenny Tavares (<mailto:jtavares@torys.com>).

We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted.

At Torys we are committed to diversity in the recruitment, retention and advancement of our people. We believe that diversity of backgrounds, experiences and perspectives enhances the quality of our work and enriches our lives. We are committed to fostering an inclusive and accessible work environment. Accommodations are available for applicants with disabilities. If you require accommodation at any time during the recruitment process, please contact [Jenny Tavares](#), Senior Manager, Human Resources.