



In-house Translator, German into English

Alpha Translations Canada Inc. is a Canadian-based enterprise, offering translation and language consulting services to international companies. We specialize in providing top quality translations, localisation, industry specific project and terminology management as well as transcreation and cultural consulting. Our core capabilities include the areas of law, finance and investment, patents, marketing and communication as well as software and technology.

The company was founded in 1994 by Michèle Hecken, who holds a Master's degree in translation and interpreting. Her German roots have shaped Alpha Translations Canada into a bilingual German-Canadian operation with strong links to clients in Europe. Alpha Translations Canada Inc. has since grown into a thriving business with a conscientious, energetic team and an extensive network of professional translators and representatives worldwide.

Over the past decade, we have experienced exponential growth, particularly in the German marketplace. This growth largely stems from the company's value proposition, the Alpha Advantage, which includes customer-centric Overnight Service, German-speaking project management and strong relationships.

Our clients include the world's top law firms, global enterprises, as well as Fortune 500 companies around the globe.

To further expand our Team in our Edmonton, Alberta Headquarters we are seeking a qualified In-house Translator German to English.

We offer:

- A flexible and interesting career in a fast-growing, international company
- Opportunity to gain international work experience
- Work with a professional and highly motivated team
- Ongoing support and training
- Opportunity to play a part in shaping the company through innovative ideas and teamwork
- Work in one of the fastest growing industries in the world
- Opportunity for advancement within the company

Job summary

The In-house Translator translates, edits and manages all aspects of our clients' translation and localisation projects, ensuring their projects are completed on schedule with outstanding quality. His/her duties include translation, editing, proofing of documents, working with language industry and translation management tools, terminology management, project management, vendor selection and supervision and customer service. The in-house translator serves as a member of the Projects Team. He/she shall act with integrity and in accordance with Alpha's Vision, Mission and Values.

The In-house Translator is expected to:

- Provide excellent quality service for clients by translating, editing and managing their translation and localisation projects and servicing their needs in a professional and courteous manner
- Be knowledgeable and experienced in using the latest language industry tools and technologies, and apply them according to company policies
- Manage and update glossaries and terminology lists
- Update and manage translation memories
- Translation Quality Assurance, assist the Quality Manager in dealing with client feedback and ensuring best quality
- Assemble translation teams for projects, and work in a team with other translators
- Create win-win relationships with clients and vendors, and work in a team
- Achieve or exceed company goals and strategies, as outlined in the annual strategic plan
- Lead by example and reflect the company's Mission, Values and Vision in both behaviour and attitude
- Commit to continuous learning and training

You have:

- Excellent native speaker level German and English language skills with excellent written and oral communication skills in both languages
- A positive attitude, discipline and professionalism and an eye for detail
- A solutions-oriented approach, are results-driven and are a flexible and innovative thinker
- The ability to work independently and in a team, and to follow processes
- Very good communication and customer service skills

Technical and Professional Skills

- Experience in the language industry as a freelance or in-house translator
- A professional degree or equivalent in Translation and outstanding knowledge in your specialized sector
- Experience and expertise in legal and financial translations
- Strong knowledge of Trados 2007 required, other CAT tool experience an asset
- Experience working with Plunet or similar Translation Project Management Software
- Experience in translation and localisation project management (Web and Software localisation)
- Experience in terminology management
- Proficient in MS Office (Word, Excel, Power-Point) and database applications
- Able to quickly learn new software tools

The ideal candidate will identify with the company's Mission and Values.

At Alpha Translations Canada Inc., we take pride in our Mission, Vision and Values. They represent what the company is setting out to achieve, and reflect its history and soul. We are guided by these values in everything we do.

Our Mission:

Our Mission is to service our clients' need for high-quality specialized translations - even within the tightest deadlines. We do so by utilizing the world's time zones and working with the most qualified professionals. Our unsurpassed personal service and project-driven solutions are tailored to our clients' unique global business requirements.

We strive to make the impossible possible.

Our Values:

Clients' Needs First:

We actively seek to understand our clients' needs and offer innovative and flexible solutions that add value to our clients' business and ours. This is the core principle which guides all our decisions.

Lean Growth

In providing our services we strive to grow and add value to all our stakeholders. We will do so by applying lean principles, innovative thinking and finding creative solutions.

Strong Relationships (1+1=3)

We build and nourish strong relationships with our clients, our team and our service partners to each others' mutual benefit.

Empowered People

Each member of the Alpha Team has a vested interest in and is personally accountable for the successful outcome of each project and the satisfaction of each client.

Respect and Cross Cultural Integrity

We will act with awareness, openness and respect towards other people and other cultures, and always seek first to understand, then to be understood.

Fun and Fulfillment

We will have fun doing so and give every member of our team the opportunity to reach their dreams and goals, and to find strength and happiness in their personal and professional lives.