



CAREERS

# Translator

## (Canadian French/English)

Fully remote, based in Canada

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HOLSTEIN CANADA is the largest dairy breed association in Canada, serving our membership of more than 8,500 active dairy producers since 1884. With dynamic leadership and a clear vision, we are building an exciting, tech-friendly future. We offer a strong team-oriented workplace, supportive leadership, and the chance for you to develop along with us.

YOU are a polished communicator. You can convey meaning, tone, style and context in written English and French. You are efficient and focused with your time. You are tech-savvy when it comes to translation tools. You work well independently while engaging with a good team. You are curious about all facets of our business – biology, agriculture, membership and client service.

In this role, YOU WILL:

- Translate, edit and proofread all types of text for our bilingual Association; approximately 80% EN --> FR, 20% FR --> EN
- Coordinate all external translation services for Holstein Canada and track usage
- Support efforts for standardized language including maintaining the Holstein Canada Lexicon and conducting bilingual language assessments
- Prioritize work and manage deadlines independently and efficiently

The types of translations include:

- 50% Corporate content, e.g. Board and Committee meeting minutes, presentations, Annual Report, monthly finance report, company policies
- 30% Marketing & Communications, e.g. Publications, communications, press releases, subtitles for videos, web content, social media
- 20% Technical content specific to the dairy industry (Terminology lexicon and training are available)

YOU OFFER:

- Post-secondary diploma in Translation or equivalent relevant diploma/certificate/work experience
- Fluent in Canadian French and English
- 5+ years experience in translation, editing and proofreading in both languages
- Experience with a wide variety of content (from any industry, agriculture preferred)
- Diligent, focused and able to work quickly in a fast-paced environment
- Exceptional attention to detail
- Skilled with MS Office, Adobe, and various online translation software and tools
- Passion for or interest in the dairy industry and agriculture

Contact: [hr@holstein.ca](mailto:hr@holstein.ca)

Submit application by: April 11, 2022

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*We are committed to providing a barrier-free recruitment process. If you require accommodation at any step in the process, we will work with you to meet your needs – simply contact a member of the HR team with your request. Thank you for your application to Holstein Canada. Due to the volume of applications, only selected candidates will be contacted.*