



CHICKEN FARMERS OF CANADA

JOB DESCRIPTION

POSITION: Translation and Office Coordinator
UNIT: Human Resources and Administration

Reporting directly to the Manager of Human Resources and Administration, the Translation and Office Coordinator is responsible for coordinating all Chicken Farmers of Canada (CFC) translation services and proofreading of documents in both working languages: English and French, as well as coordinating office and/or departmental operations.

Key Responsibilities

Translation Coordination and Proofreading

Responsible for managing translation projects and proofreading of documents, from the initial estimate through project execution to final invoicing

1. Develops and fosters positive relationships with external translators and contacts
2. Coordinates all CFC translations with external translators, and reviews final output, to ensure consistency and preserve context and intent
3. In-house minor translations and revisions
4. Assists in creating and formatting documents and presentation materials for meetings and general communications
5. Updates in-house lexicon, as needed
6. Adheres to an electronic filing system and administers the system for document retrieval and invoice verification
7. Ensures the quality completion of projects on strict deadlines
8. Tracks project progress and costs

Office Coordination

Responsible for general office coordination and maintenance of public office areas – foyer, boardrooms, kitchen.

1. First point of contact with Landlord and external contacts
2. New staff orientation
3. General calendar appointments and boardroom bookings, in-house catering and meeting preparation
4. Promotion coordination and inventory management

General Clerical and Support Services

Organize office operations and procedures, and other clerical services

1. General office organization, to include: invoice coordination, staff office expenses, ordering of supplies and coffee, document scanning/filing, incoming and outgoing mail/couriers, etc.
2. Backup to Meeting/Recording Coordinator - provides assistance regarding the compilation of documents for Board and Committee meetings and minute taking, when necessary
3. Acts as Fire Warden for CFC office by assuring rules and regulations are adhered to
4. Coordinates small projects/duties, on an as needed basis from each unit

Carries out all other duties as assigned by the Manager of Human Resources and Administration and/or the Executive Director.

Competencies and Experience

The Translation and Office Coordinator role at CFC is located in Ottawa, Ontario. The role requires full Bilingual capabilities, strong organizational and interpersonal communication, and attention to detail with the ability to multitask.

Experience:

- Proofreading and translating documents, an essential asset
- Writing meeting minutes an asset
- Maintain a high level of confidentiality
- Customer service oriented

Language Skills:

- Fluently Bilingual – English and French – reading/written/verbal communication

Computer skills:

- Intermediate-Advanced knowledge of MS Office and Adobe
- Experience with SharePoint, or similar filing sharing system an asset



Please state your salary expectations in your covering email/letter and send to hr@chicken.ca

Chicken Farmers of Canada (CFC) encourages applications from all qualified candidates. Please contact Lisa Riopelle if you need accommodation at any stage of the application process.

