



INDIGENOUS LANGUAGES LEAD

Are you a native speaker of Inuit or Cree languages? Are you creative and resourceful? Do you enjoy learning new things and solve problems?

Welcome to [wintranslation](#) – an Ottawa based translation company with translation capabilities into Canada’s indigenous languages. Our top languages by requests are Inuktitut, Innuinaqtun, Cree, Oji-Cree and Plains Cree.

The individual will help recruit native speakers and translators of indigenous languages and nurture our relationships with our current suppliers. A liaison, a relationship builder who will learn to build win-win partnerships between wintranslation, our clients and the diverse indigenous communities across North America, you are a great listener, empathetic and always looking to add value to the people and organizations around you.

RESPONSIBILITIES INCLUDE:

- Recruit translators including signing service agreements
- Negotiate fees and set up payment methods
- Build partnerships with universities, colleagues and community associations with indigenous affiliations to establish internship placements and referrals
- Undergo training to assist project managers on setting deadlines, file preparations and quality assurance reviews



Join our team of talented young professionals who enjoy a relaxed work environment. Bus or bike to our centrally located office at Billings Bridge next to the beautiful Rideau River lined with trails for walking and cycling. Close to shops, restaurants and the Billings Bridge Shopping Centre. Be mentored by your friendly colleagues and participate in our weekly office yoga lessons. Enjoy regular visits by our office puppy Toby and periodic lunches out paid for by the company.

This position starts as a three-month engagement with 30 hours per week. Eligible for full time employment consideration at the end of three-month period.

Please send your resume and cover letter to felicia@wintranslation.com