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### Senior French Language Services (FLS) Specialist (1 Year Contract)

**Location:** Sault Ste. Marie, Ontario, Canada  
**OLG Site or Facility:** Foster Drive Office  
**Number of Positions:** 1  
**Job Type:** Contract  
**Length of Contract:** 1 Year  
**Department/Division:** Communications  
**Posted Date:** 8/19/2019  
**Posting Expiry Date:** 9/2/2019

Ontario Lottery and Gaming Corporation (OLG) is committed to delivering gaming entertainment that maximizes economic benefits for the people of Ontario in an efficient and socially responsible manner. We are able to deliver on this commitment through the strength of our prime asset – our people.

### Senior French Language Services (FLS) Specialist (1 Year Contract)

#### Position Summary

Reporting to the Senior Manager French Language Services, the Senior FLS Specialist is responsible for providing expert adaptation, editing, proofreading, translation, harmonization and final signoff of OLG's public-facing French materials. Ensure consistency of French materials and messaging through OLG's multi platforms and that all French materials are accurately and correctly presented and offer the same message as the English versions. Be accountable for accuracy of thousands of OLG's French public-facing touchpoints per year.

#### What you will be doing:

- Reviewing, researching, assessing and adjusting the work of French translation agencies and translating text as required, ensuring that all aspects of style, grammar, spelling, tone, consistency, interpretation, terminology and content accuracy are maintained at the highest level of excellence as per established editorial standards, OLG's business and legislated requirements
- Reviewing and editing translated content before providing approval to ensure consistency over multi platforms – tickets, rules and regulations, annual report, sensitive embargoed media releases, game play, contest mechanics, social responsibility messaging, web copy, print ads, signage, phone recordings, mobile messages, contest microsites and email newsletters. Proofreading, reviewing, editing and approving a large volume of designed/creative material in digital or print format for OLG business lines covering a wide range of products and issues keeping established service protocols and meeting converging client deadlines
- Assist the Senior Manager FLS in developing and maintaining high-quality FLS services in accordance with OLG's French Language Services Policy and in part through proactive monitoring of the delivery of such services to consumers and other stakeholders
- Develop reference material to ensure the use of accurate French terminology
- Develop and maintain a data bank pertaining to the gaming industry and lead the development of project specific lexicons to ensure the use of accurate French terminology
- Provide backup for FLS Coordinator as needed to ensure business continuity
- Provide subject matter expertise (SME) back-up for Senior Manager FLS regarding OLG's French Language Services Policy and the French Languages Services Act as appropriate, providing OLG business lines with advice aligned with regulatory compliance and adherence to the OLG FLS Policy

#### What we're looking for:

- Post-secondary degree in French studies with a specialization in French translation or editing
- 3+ years' experience in French translation, proofreading and/or editing
- Experience with translation memory and online request portals and software
- Proficient in various software (i.e. Microsoft Word, Excel, Adobe Acrobat, etc.)
- Expert oral and written fluency in French, with a specialization in French copy editing
- Expert oral and written fluency in English in order to understand subtleties of English in all contexts
- Expert ability to edit and translate text from English to French and French to English
- Ability to effectively work on multiple projects, work under pressure and deliver quality work within deadlines
- Flexible and problem solving skills
- Strong communication, tact and diplomacy skills

- Negotiation skills

**What we offer:**

- Competitive salary and ability to participate in the defined benefit pension plan provided by the Public Service Pension Plan
- Generous leave plan
- Extensive training and professional development programs
- Exclusive employee perks
- Flexible work environment
- Get involved with Bet on Green Program to help reduce OLG's environmental impact
- Support OLG Charities including Federated Health Campaign, United Way Campaign and other fundraising efforts for local charities
- Plus, you'll contribute to the transformation of lottery and gaming in Ontario through OLG's business transformation initiative. Visit our [website](#) for more information.

**Please apply online by 5:00PM on September 2, 2019.**

***OLG values diversity and is an equal opportunity employer. OLG is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.***

***If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.***