

- Excellent writing skills including the ability to express ideas clearly with special attention to accuracy in style and content;
- Experience in research techniques and excellent knowledge and ability to use the main electronic resources for translators such as word processing software, databases (Termium, GDT, etc.), linguistic resources (online dictionaries, linguistic columns, etc.), web search, etc.;
- Knowledge of political issues at the federal level and knowledge of the Conservative Party policies and operations.

Soft Skills:

- Self-starter and takes initiatives, with compulsive attention to detail;
- Excellent time management skills, including proven ability to meet deadlines;
- Strong analytical, organizational, planning and problem-solving skills;
- Excellent ability to work well under pressure and tight deadlines with the ability to be flexible and deal with sudden schedule changes;
- Strong interpersonal skills;
- Ability to work independently, with little direction and be self-motivating;
- Ability to work as part of a team;
- Possesses sound judgment and decision making ability with the resourcefulness and innovation to tackle complex challenges;
- Possesses good follow-through skills;
- A “do what it takes” work ethic.

Interested candidates must send their resumes at the latest by January 31st, 2019:

Conservative Party of Canada
130 Albert Street, Suite 1720
Ottawa (Ontario) K1P 5G4
Emails: jobs@conservative.ca

The Conservative Fund Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Only candidates selected for an interview will be notified. We thank all applicants for their interest in working for the Conservative Party of Canada.