

Conquest Planning is a leading financial planning software company with a purpose-driven approach to delivering financial advice. Established in 2018, Conquest Planning was founded by a team of financial technology veterans whose track record of success spans over 30 years in the financial planning software space. The company's mission is to ensure that everyone has access to great financial advice, transforming the financial planning landscape and improving outcomes for all clients. Users of Conquest Planning leverage its intuitively designed product, simple onboarding process, and data-driven artificial intelligence to accelerate the delivery of beautifully designed, hyper-personalized financial plans. We are based out of Winnipeg, Manitoba and have team members located across Canada, the United States, and United Kingdom.

We are seeking a **Translator/Technical Writer** to join our dynamic team!

The **Translator/Technical Writer** at Conquest Planning Inc. reports to the Director of Content Services and is a key member of the Product team. Part of an internal team of content creators and language experts, the **Translator/Technical Writer** assists the Director, Content Services with translations and contributes to the translation memories and glossaries to ensure that everything is translated and localized for each supported region and language, while maintaining consistency in the terminology and style used throughout the application.

The **Translator/Technical Writer** also provides maintenance and optimization for the Knowledge base while ensuring it remains accurate and always up to date. They create articles to highlight Conquest's newest features and identify improvements to existing articles. The **Translator/Technical Writer's** role is to understand the needs of our users and ensure the content included in our Knowledge base is useful to them and optimized for their learning.

This is a remote / work from home opportunity.

Duties of the role include:

- Key contributor of product knowledge content including:
 - Maintaining and updating articles of the Knowledge base.
 - Reviewing existing articles for improvements.
 - Ensuring articles follow style guide.
 - Using analytics to guide content creation.
- Translate content
 - Translating and reviewing content from English to French.
 - Contributing to the glossary and translation memory.
- Gather and prioritize contents requests
 - Creating, tracking, and executing on tickets for new and existing content updates in accordance with our overall product objectives.
- Document and improve best practices and style guides.
- Build significant relationships and collaborates with Product Management, Localization, Advisor/Enterprise Support, and other stakeholders.
- Perform regular content audits, recommend required improvements, and ensure content remains up to date.

Qualifications required:

- University bachelor's degree or equivalent work experience in a translator's role or technical writer role.
- Highly proficient in English and French (bilingual); other languages would be an asset.
- Strong communication skills, both written and verbal.
- Experience with translation tools and systems such as Crowdin, Jira, Confluence, MadCap.
- Understanding of financial planning concepts, the financial planning industry, and the global financial planning software landscape.
- Strong analytical and problem-solving skills with ability to gather and analyze data.
- Able to manage and prioritize workload with competing deadlines.
- Able to work independently and collaboratively with a team.
- Natural curiosity towards learning and broadening personal knowledge base.
- Detail-oriented and quick-learner.

What to expect:

- An inclusive culture comprised of extremely talented individuals.
- A leadership team with a proven track record of success.
- The opportunity to join a company as it expands across the globe.
- Competitive compensation and generous benefits.

How to apply:

We're excited to learn about you and want to give you the opportunity to set yourself apart from everyone else. Along with your Resume, send us a personalized Cover Letter, Email or Video telling us why you are interested in this job, the fintech industry, and the reason you would like to work with us. To simplify the hiring process, please submit your application in English.

Next steps:

If this exciting opportunity is of interest to you, please forward your application as described above with **Translator/Technical Writer** in the subject line to Human Resources at human.resources@conquestplanning.com by **February 11, 2025**.

We thank all applicants for their interest. Only those invited for an interview will be contacted.

Conquest Planning Inc. is an equal opportunity employer. Our inclusive work environment welcomes diversity and supports accessibility. If you require accommodation at any time during the recruitment process, please contact human.resources@conquestplanning.com.