Downloaded from <https://www.velvetjobs.com/job-descriptions/typist>

# Example of Typist Job Description

Our company is looking to fill the role of typist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for typist

* Offer suggestions/ideas to solve them to Business Operation's Manager
* Performs general clerical duties to promote the efficient functioning of the department
* Transcribes surgical, cytology, and autopsy reports, as dictated by the pathologists
* Links appropriate tissue and sort codes during transcription, logging and sign out
* Logs requisitions into department computer system
* Edits procedures by department, as required
* Processes patient registration in computer registration system
* Sorts, distributes and delivers reports, as required
* Generates pathology reports according to department guidelines
* Prepares forms and slides for send out

## Qualifications for typist

* Minimum one (1) year clerical office experience
* Ability to perform multiple functions in an office setting
* Desired Quality Assurance experience (auditing experience)
* Desired intermediate written and spoken English communication skills
* Flexibility to work straight night shift and overtime
* Fluent in Arabic and English, writing and speaking