



Example of Transcriber Job Description

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Our company is growing rapidly and is hiring for a transcriber. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for transcriber

- Accurately differentiate between interviewer and participant verbal remarks
- Provide context (e.g., nonverbal sounds, noises, additional details,) around the written text in the transcript (as needed) so that a person reading it will have a clear understanding of what (and/or how) something was said, just as the spoken words were understood by the interviewer
- Transcribes and/or edits dictated correspondence and reports
- Reviewing audio/video clips and Identify if transcription is applicable, while tagging content that is not
- Transcribe speech to text in the required language and submitting the job following the guidelines and policies set by the client within the required turnaround time
- Identify improvement opportunities in the work flow and provide insights on the content in queue to improve the process
- Interface effectively with members of our transcription teams to share best practices
- May serve as an exam aid during testing for a student with a print disability
- Transcribe multi-speaker digitally-recorded audio and visual interviews, meetings and other types of recordings
- Managing and prioritising own workload (or as directed by Team Leader/Operations Manager) to ensure work is turned around within agreed deadlines and timeframes producing and amending business critical documents with speed and accuracy

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- 60-80 words per minute min
 - Ability to operate designated word processing, dictation and transcription equipment and other
 - Mother tongue Swedish OR Danish
 - Experience in translation, philology, machine learning, computational linguistics, linguistics or any other related field is a benefit
 - Available to work in Tampere, Hervanta
 - Able to start working early July, and able to work until September