



# Example of Transcriber Job Description

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Our innovative and growing company is looking for a transcriber. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for transcriber

- Document revision including document comparison, formatting, styling, cross referencing and completing table of contents as required
- Proactively working with other members of the team to ensure relevant documentation is produced to meet internal and external clients' quality expectations
- Working as part of a team with other transcription staff to ensure delivery deadlines are met and work
- Maintain open and appropriate communication lines
- Proactively clarifying instructions with the Team Leader should they be unclear or if deadlines are not made explicit
- Accurate and timely recording of workload and output data using internal systems
- Sharing pertinent information with colleagues
- Providing guidance and assistance to new/junior team members
- Working flexibly and providing support to other team members
- Ensuring confidentiality in all company and client documentation

## Qualifications for transcriber

- High School Graduate/Equivalent
- High school diploma with 1-2 years of related experience desired
- Knowledge of MS Office programs is required

desired

- Knowledge of the Braille code, Nemeth code for Braille Math
- Knowledge of graphic design mediums is essential to convert pictures and graphics into tactile drawings and Braille graphics