



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

- Transcribing audio files
- Linguistic modelling
- Transcription services are needed for investigatory interview documentation
- Will be required to listen to audio recordings using computer and transcription equipment to provide accurate typed transcripts
- Transcribe classroom materials into Braille for Teacher of the Visually Impaired on an as needed basis
- Merge transcripts
- Allocation of work to transcriptionists and ensure transcript is completed in time
- Provide transcribers with relevant job information
- Transcript delivery as required for email
- Ad hoc transcription as required

Qualifications for transcriber

- Transcribing recorded audio from phone-based interactions using proprietary transcription tools in accordance with HIPAA and company standards
- Complete strategic transcription/marketing projects as requested
- Report member DNC requests to Transcription Manager
- Transcription test must be taken on-site
- Minimum six (6) months of medical transcription experience

