Example of Typist Job Description

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Our innovative and growing company is hiring for a typist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for typist

- Maintain updated office contact list
- Greet office visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs
- Open, read, route, and distribute project incoming mail and other material
- Coordinating with IT specialist
- Manage stationary and office supplies needs orders
- Arrange for office equipment maintenance as needed
- Responsible for ensuring efficient internal and external office communications including
- Ensure timesheets are completed for all consultants working on the project
- Assist with basic translation from English to Arabic and vice versa
- Schedules conference rooms and arranges for meeting room use

Qualifications for typist

- Minimum of one (1) year medical transcription experience, required
- Ability to type and transcribe from mechanical dictation equipment at established levels of speed and accuracy
- Must be able to read cursive
- At least 3 years of previous data entry experience
- Previous experience working in real estate/law firm is a plus!
- High School graduate and experience as, receptionist, clerk-typist, or similar position required