

Employment Opportunity



Title of Job: Transcriptionist

Date Posted: 10/04/2018

Supervisor/Reports to: Chief Operations Officer

Main Responsibilities

Transcriptionists are responsible for listening to pre-recorded sound and accurately typing every word of that sound into a pre-defined template in Microsoft Word.

Duties

- Type accurately and quickly to produce transcripts
- Proofread, edit, and listen back to ensure complete accuracy
- Complete Undertakings, as requested
- Evaluate sound and note quality of Hearing Clerks

Physical Demands

There are no special physical demands required, the successful candidate will be seated at an office desk within the building. No lifting over 30lbs is required.

Skills

- Proficient in Windows 7+ computers and Microsoft Office
 - Office 365, OneDrive, and Outlook
- Organized and detail oriented
- Excellent grammar and English language skills

Education and Experience

Previous transcription experience or certifications is an asset. Complete training on procedures and templates will be provided. Criminal Record Check is required

Confidentiality

Island Confidential Associates requires all potential employees and contractors to sign Non-Disclosure Agreements. There is a zero-tolerance policy for violation of non-disclosure agreements – all violations of Non-Disclosure will result in immediate dismissal and could result in legal proceedings.

How to Apply

Applications are accepted online only, please complete the application form available at <https://www.islandconfidential.ca/careers/>

Island Confidential Associates thanks all applicants, only those selected for interviews will be contacted.