



Reminiscence Bio
592-667-6739 | 592-613-8842
reminiscencebio@gmail.com

Transcriber

Deadline: April 1, 2021

JOB TITLE

Transcriber (Freelance)

REPORTS TO

The Transcriber will report to the Writer

JOB OVERVIEW

We are searching for a detail-oriented and trustworthy Transcriber to join our team. The Transcriber's responsibilities include creating accurate written versions of audio and video recordings, reviewing and editing transcriptions done by speech recognition software, and identifying any inconsistencies.

You should have a good typing speed and superb attention to detail and be able to keep all sensitive information confidential. To be successful as a Transcriber, you should be disciplined and have excellent listening skills. Outstanding candidates have superb reading and editing skills as well as the ability to focus for long periods.

RESPONSIBILITIES AND DUTIES

- Understanding client specifications and noting any formatting or notation requests prior to completing the transcription.
- Verifying correct spelling of names and places.
- Completing transcriptions in a timely manner and reviewing drafts for any spelling, grammar, or formatting errors, as well as other inconsistencies.
- Adhering to all confidential guidelines and respecting sensitive information.

- Communicating with the writer/interviewer when there are issues.
- Submitting completed work to the Writer and correcting any errors as per their feedback.

QUALIFICATIONS

- Understanding client specifications and noting any formatting or notation requests prior to completing the transcription.
- Verifying correct spelling of names and places.
- Completing transcriptions in a timely manner and reviewing drafts for any spelling, grammar, or formatting errors, as well as other inconsistencies.
- Adhering to all confidential guidelines and respecting sensitive information.
- Communicating with the writer/interviewer when there are issues.
- Submitting completed work to the Writer and correcting any errors as per their feedback.

CONTACT INFORMATION

Expressions of interest in the form of an Application Letter and Curriculum Vitae must be sent to remembrancebio@gmail.com by **April 1, 2021**.

Lisa Hamilton
Business Owner/Manager
Reminiscence Bio
Georgetown, Guyana

