

Audio Typist

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Company: Conrad Consulting Ltd

Location: Woodbridge

Category: management

AUDIO TYPIST (temp)

Framlingham

£15.00-£18.00 per hour

Our client, an established local property consultancy, is urgently seeking an audio typist on a temporary basis. Their business focuses on providing comprehensive property solutions, serving clients with excellence and integrity.

This role offers the opportunity for a long term temporary contract, which could become permanent.

Key responsibilities:

Transcribe audio recordings accurately and efficiently into written documents

Maintain high level of confidentiality and discretion

Ensure timely completion of transcription tasks to meet deadlines

Collaborate with team members to coordinate workflow and prioritize tasks

Perform administrative duties as needed to support the wider team

About you:

Proven experience as an audio typist

Proficient typing skills and excellent command of grammar and punctuation

Strong attention to detail and accuracy in transcription

Ability to work independently and manage time effectively

The team are collaborative and supportive and you will be offered an excellent hourly rate, commensurate with experience.

If you are motivated with strong typing skills and a keen eye for detail, get in touch! Please send your CV and cover letter to Carol Watson at Conrad Consulting.

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