

Transcriptionist Required in Manchester

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Company: Language Empire

Location: Manchester

Category: other-general

Language Empire is currently looking for a dedicated and experienced transcriptionist to support its transcription service. You will be working in a busy department, responsible for speech-to-text transcription services to a variety of sectors. Based in Rochdale, we are seeking a transcriptionist to hit the ground running. This position is freelance and can be remote, with the option of using our recently renovated office in Rochdale.

You will be responsible for:

- Transcribe audio to text from a variety of specialties such as medical, local authority, and police.

- Producing highly accurate transcriptions of meeting audio

- Multivoice audio typing – type round-table discussions on a wide variety of topics

Who are we?

Empire Group is on a mission to reform the translation and interpreting industry. Since its foundation in 2001, the company is providing professional interpreters mostly to the public sector organisations in the UK. We have been offering interpreting and translation services in the UK for over 20 years, covering 200+ basic languages and dialects across the UK.

Our 5000+ bank of face to face interpreters speak over 435 Languages and dialects within the UK. Our 1,000+ translators are all situated in the United Kingdom, and they cover over 200 languages that can be translated into and out of English. We have sophisticated

procedures in place to manage our nationwide pool of translators and interpreters.

Our Vision: “To become the UK’s leading provider of translation, interpreting and related services for the public and private sectors.”

Our Mission : “To provide outstanding services that bridge the language barrier while respecting and celebrating cultural diversity.”

We value PEACE - P eople - **E** thical Conduct - **A** ssured Excellence - **C** lients ->

E quality & Diversity

Requirements

What we require:

SC Clearance essential

Strong attention to detail

Understanding of basic linguistic concepts

Good reading comprehension and communication skills in English

Familiarity with different varieties of accented English

Prior experience with transcription

Ability to work to deadlines and understand the importance of doing so

Good IT skills

Benefits

What’s in it for you?

Become part of our team at Language Empire and you’ll find an inclusive culture which prizes mutual respect, innovation and high performance.

Competitive Pay Rate

Work Remote or Hybrid

Manage your own diary

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