

# United States Jobs Expertini®

## Virtual General Transcriber- Muscatine, Iowa

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Company: Professional At Home Jobs

Location: Muscatine

Category: other-general

### Virtual General Transcriber

**Professional At Home Jobs** () is now looking for someone to fill the position of a Virtual General Transcriber to work in the U.S. only.

**RESPONSIBILITIES:** Transcribe audio content of financial results conferences, medical training seminars, group project meetings and other general business meetings.

### QUALIFICATIONS/SKILLS:

MUST be a U.S. citizen.

Those most successful candidates will have had work experience creating, reviewing or interpreting corporate financial information (e.g., 10Q, 10K, Annual Reports).

There is an initial assessment period before any individual is able to complete client work. Therefore, you should have prior experience in transcription.

Must type 80/+ WPM, have excellent grammar and proofreading skills, have experience with MS Word and Excel, and must demonstrate strong computer literacy.

**JOB REQUIREMENTS**Computer, Internet, and a home office set-up.

**PAYMENT:**Rate will vary by depending on the quality of the file and the amount of speakers. It goes from \$0.75 to \$1.10 per audio minute.

### **TO BECOME A MEMBER:**

Apply at [and](#) click on Join Now and select the Transcription Remote Job Bank Registry to get connected to our remote professional job positions. Please reference agent ID code **PAHJEW** **Weaver** when you register online.

If you have any further questions, please contact us **(405) 633-0449**

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