

Who we are:

Auscript is Australia's leading provider of court recording and transcription services, with more than 90 years' experience in the industry and seven offices throughout the country. We're part of a fast-growing, global group of companies, known for its innovative solutions that are driving digital transformation in the justice system. We opened our London office in April of 2017 and we are expanding our presence in the UK to Birmingham. We are looking for motivated individuals to join us on this journey!

We tripled the size of our business two and a half years ago, and are committed to continue to build an enviable work culture and environment that inspires our employees. This mission remains as pertinent as ever as our award-winning solutions are poised to bring further global growth opportunities. For more information visit www.auscript.com

The Opportunity

Located in Central Birmingham - City Centre, we currently have multiple opportunities for permanent full time Audio Transcribers who are dedicated and enjoy working in a fast paced, high performance environment. Audio Transcribers are responsible for transcribing digital audio from a variety of interesting legal matters, including court proceedings, as well as a wide selection of work from private clients. Office hours are Monday to Friday. Start and finish time may vary, depending on our client's needs, therefore, flexibility is required.

To be successful in this role, you must possess the skills and attributes outlined below:

- A typing speed of no less than 80 wpm
- An accuracy rate of 98.25%
- Excellent knowledge of the English language, with particular emphasis on spelling, punctuation and grammar
- Acute attention to detail
- Effective listening and concentration skills
- Excellent time management skills with ability to work within deadlines
- A motivated and dedicated approach to work

Due to the nature of our work, employees are required to complete, at a minimum, a BPSS/DBS Check. Employees may be required to complete high level security clearances, which may involve providing private and confidential information to the relevant security agency.

Previous audio transcription experience will be highly regarded, whether legal, medical or administrative, however, training will be provided to the successful candidates. Security cleared candidates are also encouraged to apply. Competitive remuneration available, directly linked to performance, therefore you must be capable of producing high quality work consistently.

If you take pride in doing fast, accurate, quality work and have an interest in the legal industry please apply today by sending your **resume and cover letter to careers@auscript.com**