

Job Description – Outsource Typist

Job Title: Outsource Typist on a subcontractor basis.

Department/Location: Home Based

Reports to: Typist Co-Ordinator

Description: The role of the Outsource typists is to support GHG with typing of all correspondence, reports and updating Horizon Claims Management System.

Primary Responsibilities:

- Producing and typing of Letters
- Producing and typing of Preliminary, Interim Reports and Final Reports
- Producing and typing of Photograph pages
- Producing and typing of Specifications
- Producing sketches and trial pit sketches in Word
- Producing monitoring results
- Updating Horizon Claims Management System as directed by Author of dictation

Summary of Position:

As an outsource typist you will be typing all relevant correspondence and reports which have been produced by our Technical Staff at GHG. Some of the reports are fairly complex. Attention to detail and accuracy is highly required. Training will be provided as well as a training manual.

Hours of work: By agreement. Preferred minimum 4 hours at one given time or at least 2 hours.

Salary Range: £10.00 per hour

Personal Specification

	Essential	Desirable
Qualifications & Training	Suitable equipment (see following details)	Strong typing skills and a good knowledge of Microsoft Excel and Word.
Experience	Audio Typing	Previous experience of Audio Typing

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

	Essential
Hardware	<ul style="list-style-type: none"> • Processor: 2.00 GHz processor or higher. • RAM: 4GB or higher. • Hard Disk Space: At least 10GB of available disk space.
Software	<p>Operating System:</p> <ul style="list-style-type: none"> • Windows 7 with Service Pack 1. • Windows Vista with Service Pack 1. • Windows 8. • Windows 8.1. • Windows 10. • Microsoft Office: Microsoft Office 2010 or above. • Home and Student versions of Microsoft Office WILL NOT work.
	<ul style="list-style-type: none"> • Please note that you will experience difficulties with other web browsers such as Mozilla, Firefox and Google Chrome.

Competencies

IT literate, good typing speeds, attention to detail and accuracy.

Approver:

Name: Natasha Shoulder **Signature:** Natasha Shoulder **Date:** 25 March 2019

Title and/or Department: PA to Directors

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.