

**Job Title:** Outsource Typist on a subcontractor basis.

**Department/Location:** Home Based

**Reports to:** Scheduling and Administration Team Leader

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

**Please note:** This position is on a Subcontractor basis whereby the typist will have their own equipment such as computer and dictation software in the form of DSS format, please see further on within the job description the hardware and software requirements. The Outsource Typists is to work from home on a subcontractor basis and hours to suit.

Responsibilities to include but not limited to:

- 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 the Subcontractor Job Role

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	Typing RSA level or equivalent	Strong typing skills and a good knowledge of Microsoft Word and Excel.  Attention to detail  Training provided.
Experience	Audio Typing	Previous experience of Audio typing.

**Competencies**

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

**Approver:**

**Name:**           **Natasha Shoulder**

**Signature:**     *Natasha Shoulder*

**Date:**           **May 2021**

**Title and/or Department:**   **HR and PA to Directors**

The below specification outlines the minimum recommended hardware and software requirements to access the GHG Solutions Limited - Technical Extranet.

If your system does not meet one or more of the minimum requirements you may experience technical difficulties and may not be eligible for support from our IT department.

## **Minimum Hardware Requirements:**

Processor: 2.00 GHz processor or higher.

RAM: 4GB or higher.

Hard Disk Space: At least 10GB of available disk space.

## **Minimum Software Requirements:**

Operating System:

- Windows 7 with Service Pack 1.
- Windows Vista with Service Pack 1.
- Windows 8.
- Windows 8.1.
- Windows 10.

You can check your Windows version and service pack level by clicking on 'Start' and opening the Control Panel, then double clicking the 'System' icon.

For the latest Windows updates for your system, please visit:

<http://windowsupdate.microsoft.com>

Microsoft Office: Microsoft Office 2010 or above.

Home and Student versions of Microsoft Office **WILL NOT** work.

Web Browser: Internet Explorer 11 or higher.

To check the version of Internet Explorer currently installed on your system, click help and then About from the menu bar in Internet Explorer.

**Please note** that you will experience difficulties with other web browsers such as Mozilla Firefox and Google Chrome.