

Working for The Transcription Agency

The work is mostly part time but can be full time, we are extremely flexible and accommodate your personal commitments as much as possible. You must, however, be available for at least 16 hours a week, ideally including some weekends if you work from home.

The Transcription Agency (TTA) has an excellent international reputation in its field for transcribing and translating audio recordings and this is due to our team of transcribers. The type of people who are most suited to the work are conscientious and enjoy doing a job by giving 100%. They also enjoy the challenge of listening and concentrating to groups of people talking about a wide range of topics. Above all else they are totally reliable. The work can sometimes be frustrating due to poor quality recordings and heavy accents so this work is not for the faint hearted and requires considerable concentration and listening skills as well as excellent computer skills.

All applicants will be expected to complete Stages 1 and 2 before becoming a member of The Transcription Agency's team. All applicants who reach Stage 2 will be expected to complete the assessment period from home on the payment rates noted below. Everybody who currently works in the office started as a home transcriber.

Application Process

Stage 1 – Complete Application Transcript

Email your completed Application Transcript to us which will be assessed. You will receive an email advising whether you have been approved for training.

Stage 2 – Training

If your Application Transcript is completed to the required standard you will commence training where TTA will invite you to complete some of the regular files from our clients. **This work will be paid** but you will continue to be assessed on how you complete these real files. During this time, the work TTA can offer you may be sporadic as it will be necessary to wait for suitable files to arrive in the office for you to complete.

The rate of pay starts from 70p per minute of recording transcribed. You should consider your first few recordings to be your initial training where you will receive a great deal of feedback after each transcript. Due to your inexperience in transcription with The Transcription Agency you may find that transcription is slower than you anticipate.

Welcome to the Team

If you complete training successfully then you will become a member of TTA's transcription team. At this stage bonuses may be applied to your payment. These are entirely at TTA's discretion. The criteria for these bonuses being applied will be made available once you are a member of our transcription team.

We are able to offer reliable, accurate transcribers who have regular availability opportunities to work on long term contracts which differ from TTA's standard transcription. These opportunities may be in house or from home and are discussed with transcribers individually when they meet TTA's required criteria. There is no requirement for working from our office but local transcribers enjoy the variety of work that this offers.

If after completing either Stages 1 or 2 you feel that you no longer wish to continue with an application, it would be much appreciated for future recruitment purposes if you could send me a short email explaining why you decided that you do not want to proceed. In the event of this we will ask for your confirmation as to your end of work preferences regarding your personal data.