

Typist Job Description template

Typist Job Description Template/Brief

As a typist, you will be responsible for creating and editing content for a variety of purposes, including but not limited to: books, articles, marketing materials, web pages, and more. In this role, you will collaborate with authors, editors, and other team members to ensure that all content meets the required standards.

To be successful in this role, you should have excellent writing and editing skills, as well as a keen eye for detail. You should also be able to work independently and manage your time effectively.

Typist Job Profile

The job of a typist is to type documents accurately and quickly.

Most typists work in offices, but some work from home. Typists who work in offices usually work regular hours, but those who work from home may work flexible hours.

Many typists use computer software to type documents, but some still use typewriters.

Reports To

undefined

Typist Responsibilities

-Typing documents accurately and quickly -Proofreading documents for errors -Using computer software to type documents

Typist Requirements & Skills

- Typing speed of at least 60 words per minute
- Good English grammar and spelling
- Good attention to detail