



diVA Transcription Services

Diva Transcription Services is a transcription service company since 2007 with focus on general/business transcriptions. Our areas of transcription expertise are in the genre of academic dissertations, dictations, /broadcast entertainment, sermons, market research, surveyor reports, in-depth interviews and focus group discussions. Our headquarters is located in the Silicon Valley, USA, and we currently provide transcription services to different markets globally.

Highly recognizing the skills and unique talents of Filipinos, we opened up our first satellite office in the Philippines located in the Makati Central Business District. We are an equal opportunity employer that promotes a culture of growth, collaboration, empowerment and excellence.

Build a successful and rewarding global career in Transcription.

TRANSCRIPTIONIST

(National Capital Reg - Makati City)

Requirements:

- Candidate must possess a Bachelor's degree.
- Knowledge in transcription is a plus.
- Applicants must be willing to be trained and work in Makati area.
- Good communication skills both oral and written.
- Must be willing to work on a shifting schedule.
- Fresh graduates, Highschool graduates and entry level applicants are encouraged to apply.

We prefer applicants to send updated resume with photo and with cover letter:

HR Department
Lower Ground Floor, Salustiana D. Ty Tower
Paseo De Roxas, Corner Perea Street,
Legaspi Village, Makati City

You may also **Apply Online.**

EMAIL address: info.divatranscriptions@gmail.com

Visit us at: <http://www.diva-transcriptions.com/>

Facebook page: <https://www.facebook.com/divatranscriptionservices/>