



AccuTran Global is primarily a financial transcription firm and offers various opportunities for independent contractors around the world. We are one of few legitimate work-from-home opportunities available.

In this document you will find:

- Descriptions of contractor opportunities
 - Transcription
 - Scoping
 - Document Review
 - Editing
 - Formatting
 - Realtime Writing
 - Management
- Outline of basic compensation terms
- Information on application protocols

Overview

- We work mostly on earnings release conference calls, and if you are unfamiliar with these, please investigate by listening to some at <http://biz.yahoo.com/cc/> .
- A significant portion of our work is international, so preference is given to those who can understand accented speech.
- **Quarterly earnings seasons run approximately:**
 - January 20 until end of February
 - April 20 to May 20
 - July 20 to August 20
 - October 20 to November 20
 - We guarantee no work to any contractors at times outside of these – our most experienced editors and managers and senior transcribers do receive a part-time amount of work outside of these times.
- The only “full-time” positions available are in management, for those with transcription and managerial experience, and involve 50-hour weeks during peak times, part time the rest of the time.
 - Other than the managerial positions mentioned above, please do not apply to us if you are ultimately seeking a full-time position.
- Our work is suited to those with a compelling reason to work from home or to international sub-vendors on a seasonal basis.
 - Only our editing and formatting positions are truly “evening” work, and we offer very little weekend work, with very rare exceptions.
 - Please see the timeframes for each position listed below.
- Please read carefully the time frames for all positions and do not apply if you are looking for extra work that can be done on your schedule – 99% of our work is time-sensitive and must be done immediately.
- We accept applications from individual independent contractors and from subvendor firms.
- Please ensure you have a fairly recent (less than 4 years old, ideally), well-maintained functioning PC or Mac with adequate memory to do downloads and run audio files.
 - We provide audio software for PCs only. Mac users, check into ExpressScribe.
- If you are not truly computer-savvy (and this means you can do software and hardware installs and maintain your machine) please ensure you have some assistance in this area.
 - We do not provide extensive tech support.



- With the exception of hourly management, all work is piece rate – compensation fluctuates widely, depending on skill level and pace of contractor.
 - Pay dates are per calendar month on the 15th of the following month by check, PayPal, Xoom, or wire (only for large amounts/sub-vendors in Africa/senior staff).
- We accept applications from individual independent contractors and from sub-vendor firms.
- **All contractors are required to work Thursdays during earnings seasons.** Tuesday, Wednesday and Thursday, Friday morning are our busiest times. Mondays, and Friday afternoons are lighter.

All times listed are in EST – Eastern Standard Time

Important: We are hiring editors and reviewers on an ongoing basis. Transcribers, and all other departments, you may test at any time, but training will only begin 3 weeks prior to the next earnings season. Please consider this when doing the testing materials – if you complete the reviewer portion and editor portion and pass, you may begin work immediately.

Transcription

- Minimum 70 wpm typing speed
 - Experience preferred
- Work is available from 8 am to 2 pm, and 4:30 to 7:30 pm, approximately, with audio available throughout the day during peak seasons
 - We recommend the purchase of a foot pedal, but no other software is required

Let's describe the kind of person who is going to do well at this:

- You are speedy on the computer, as is demonstrated by your high typing speed
- You have excellent English skills – your punctuation and spelling are great
- You have good Internet research skills
- You are able to strike a balance between quality versus speed, and deliver your documents in an appropriate amount of time
- You work well under pressure
- You are able to take assignments and complete them without interruption
- You follow instructions well
- You communicate well
- You see this fitting into your long-term business/personal plans

Important: This is not a suitable position for those with small children in their care.

Those who choose to work with us will need to install and learn some software and some financial vocabulary before they are able to start.

Compensation

- Pay is by the word and ranges from our starting base rate of \$0.006/word for beginning transcriber on basic audio, to our top rate of \$0.0105 for difficult and/or foreign audio done by a senior transcriber, including available bonus.
 - Detailed agreement available after successful application.
- A \$50 training fee is paid to individual transcribers who earn \$2,000 within their first six months.



Turnaround Requirements

- Industry standard for transcription is four times the length of the audio – we require a maximum of six times the length of the audio for all files.

Procedures

- We supply the transcription software and the online training you will need
 - We post short pieces of audio to our website and which you download and transcribe on a rush basis.
 - Occasionally, you may work on much longer pieces of audio
- We use AOL instant messaging for communications and staff is required to be available via IM at all times while working.
- We supply you with some data for terminology, and you use Google and corporate websites for whatever else you need to find – transcribers do very limited research
- **Important:** We are looking at transcription as entry level, and it is generally required for moving into all other departments except real-time writing.
 - Our goal is to move all experienced transcribers into reviewing, formatting and editing, where the compensation is higher.
 - These tasks involve a longer time commitment.

Hardware Requirements

- Minimum XP on a PC, or a Mac with ExpressScribe.
- Reasonable quality headphones (mandatory) and ideally, speakers with a headphone jack on them and an additional volume control
- High-speed internet access (dial-up will function)
- No pedals are required to run our software, HOWEVER, they do make a difference in your speed, and thus compensation.
 - We can make recommendations on equipment for purchase.
 - We are requiring new transcribers to purchase pedals by their second peak period working with us.

Scoping

- Scoping is the process of cleaning up text, at a rapid pace, which was created by a steno writer, or a voice writer
- Experienced scopists given priority
- We do supply software and training
- Compensation is 70% of transcription pay
- Turnaround of less than 3x expected on 12 minute audio files.

Document Review

- For those who have transcribed, and are ready for a greater challenge
- Basic requirements are the same as per transcription
 - Transcription experience required
 - Those who are not yet ready for editing are suitable candidates
- Review documents from transcribers, correct errors and do Internet research
 - Time management required, as you are working to tight deadlines and must prioritize tasks



- Each task takes from 20 to 80 minutes, depending on whether the contractor is teaming with others to complete the document, or working alone.
- Compensation is by the word, and works out to \$14 and up per hour.
- Hours are approximately 8:30 am through 2 pm, 5:00 pm to 9 pm
- Reviewers also work in transcription.

Editing

- Requires our highest skill level for listening, attention to detail, and Internet research.
- Working as a team or solo, editors give entire 60-minute+ transcripts a complete re-listen and fact check, correcting all errors.
- Compensation is by the minute of audio, and can range up to \$30/hour or more depending on speed.
 - Compensation and work assignments are also based on the editors error rate, as determined by a review of each assignment
- Assignments are available throughout the day/evening during peak times and outside of peak times.

Formatting

- Enjoyable, bite-sized chunks of work
- This task requires no listening to the audio, so transcription experience is not required
- Evenings and early morning assignments
 - Each task is approximately 40 min to 1.5 hours in length, depending on speed and experience
- Financial or accounting knowledge an asset
 - Break up the presentations made in the conference calls into groups of sentences, and enter headings as appropriate to the subject matter
- \$14 – \$20/hour depending on speed.

Realtime Writing

- On-line steno writers (captioners) working with Case Catalyst, Rapid Text or Eclipse
- Caption 1-hour events
- Pay ranges from \$100 to \$150 per hour of audio depending on quality and clean-up requirements
- Peak and non-peak work from 8 am through 11 am, 4 to 6 pm.

Management

- Smart problem solvers who work well under pressure and have transcription experience required for supervisory, HR, management and admin functions.
- Hourly rate begins at \$15/hour for training, \$16 to \$20 once fully trained
- Must have more than 1 computer readily available in order to record conference calls and work on them simultaneously



Application Procedures

Testing required for all positions.

Download the testing materials and audio from the same location as this information, completing those portions applicable to the position you are applying for

1. Email to jobs@accutran-global.com with the subject line Application
2. We will respond to you via email within one calendar month, and we thank you for your efforts.