

Typist

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Company: Typing Center

Location: Sharjah

Category: healthcare-practitioners-and-technical

Company Description

Typing Center is a computer software company based in Sharjah, United Arab Emirates. We specialize in document processing services, typing services, and printing solutions. Our team has years of experience in providing exceptional and efficient services to our customers.

Role Description

This is a full-time on-site role for a Typist at Typing Center in Sharjah. The Typist will be responsible for creating, formatting and typing various documents, including letters, reports, and other materials. The Typist will also be responsible for audio typing, answering phone calls, responding to emails, and other clerical tasks as needed.

Qualifications

Excellent typing skills and knowledge of clerical procedures

Proficiency in computer programs such as Microsoft Office and Google Suite

Ability to accurately type and format documents in a timely and efficient manner

Strong communication and interpersonal skills

Attention to detail and a commitment to accuracy

Experience in audio typing is a plus

Experience in customer service is a plus

A degree or diploma in a related field is preferred, but not required.

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