WORK VAPOR

Job Link: https://workvapor.in/jobs/punjabi-transcriptionist-remote-job-at-kri8ive-edtech-solution/

PUNJABI TRANSCRIPTIONIST WORK FROM HOME

HIRING ORGANIZATION

Kri8ive Edtech Solution

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

? Remote work from: India

BASE SALARY

INR 16,000 - INR 20,000

DESCRIPTION

Apply Now

? Punjabi Transcriptionist

Kri8ive Edtech Solution
Location: Remote
Job Type: Full-time (Contractual/Internship)

Job Overview:

We are looking for detail-oriented and motivated **Punjabi Transcribers** to join our team. This remote position is available on a **contractual or internship basis**, where you will be responsible for accurately transcribing audio and video content in **Punjabi** into written text. The ideal candidate will ensure high standards of quality, clarity, and precision in the transcription process.

Key Responsibilities:

- Transcribe audio and video files in Punjabi to written text with high accuracy.
- Ensure proper formatting, grammar, and punctuation in all transcripts.
- Review and edit transcriptions to maintain quality and consistency.
- Meet project deadlines and manage time effectively.
- Collaborate with the team to improve transcription processes and quality.
- Provide feedback and suggestions for process enhancements.

Qualifications:

- Proficiency in **Punjabi** (both written and spoken) with a strong understanding of grammar and syntax.
- A good command of **English** is a plus.
- Previous experience in transcription or related fields is preferred but not mandatory.
- Familiarity with transcription software and tools is an advantage.
- Excellent listening skills and attention to detail.
- Ability to work independently as well as in a team.
- Strong organizational skills and ability to manage multiple tasks effectively.
- **Only female candidates** are preferred (freshers and experienced candidates are welcome as training will be provided).

What We Offer:

- **Flexible working hours** to accommodate your schedule.
- Opportunity to gain hands-on experience in **transcription and language services**.
- Exposure to a dynamic work environment with the potential for future opportunities.
- **Mentorship and skill development** to support your professional growth.
- Opportunity to explore different departments, with a possibility of a **permanent offer** based on performance.

Compensation:

- **Pay:** From ?10,000 per month
- **Location:** Remote

Language Requirement:

- **Punjabi** (Required)

How to Apply:

Interested candidates can apply by sending their resumes. Training will be provided to freshers.