

Rivel is currently seeking a talented, self-assured **stenographer/transcriber** who has flexibility to work remotely as well as in our Westport, CT office as needed. This person will be a critical member of our [TrendLign](#) division and work in concert with project directors, analysts and independent contractors to ensure our perception study clients receive high-quality, error-free research reports and transcripts of the interviews conducted on their behalf.

PRIMARY RESPONSIBILITIES:

- Transcribe audio recordings of in-depth interviews conducted among investment professionals
- Ensure accuracy of content, spelling and grammar
- Monitor consistency of all material within style and established guidelines
- Perform quality control duties and provide constructive feedback to outsourced interviewers
- Perform other duties as assigned

REQUIREMENTS:

- Bachelor's degree (English, Journalism or relevant discipline a plus, as is coursework in market research or finance)
- Stenographer/transcription certification
- 2+ years stenographer/transcription experience
- Meticulous attention to detail and accuracy
- Ability to handle multiple assignments/adhere to tight deadlines
- Alignment with Rivel's [core values](#)
- Friendly, sincere, enthusiastic
- Sense of humor
- Exceptional written and verbal communication skills
- Excellent organizational skills
- Motivated/quick learner
- Team player
- Proficiency with MS Office

As data-driven management consultants, Rivel helps management teams and boards improve valuation, mitigate risk and drive performance.

Since 1991, Rivel has been advising management teams and boards on how aligning attitudes and behaviors of key stakeholders (Employees, Customers and Shareholders) can make the difference between success and failure in their business.

Our rapidly growing client list includes some of the largest publicly traded companies in the world across all industries.



CONTACT:

Please email a resume accompanied by a cover letter to Joe Panaro at: careers@rivel.com

*Click [here](#) for more info on Rivel
No phone calls please*