

Employment Opportunities

Employment OpportunitiesThe Bureau of Office Services, Inc. employs highly experienced transcription personnel. We offer full time employment but also have opportunities for those who may be looking for more flexibility in the number of hours they choose to work. The Bureau of Office Services, Inc. is an equal opportunity employer. The Bureau of Office Services, Inc. does not discriminate on the basis of race, color, religion, sex or national origin.

Transcription personnel must meet the following requirements:

- A minimum of five years of commercial, law enforcement, legal, military, medical and/or multi-specialty clinical transcription experience
- A thorough working knowledge of the English language
- Reliable high-speed internet accessThe Bureau will supply training, hardware, software, peripheral devices and reference material.

A complete and extensive benefits package, including a 401(k) plan with a corporate match, is available to all full-time employees of the Bureau.

The Bureau does not accept any unsolicited applications. All employment opportunities will be posted directly on our website. You may then mail your information including employment history, salary history and references to the attention of, Richard E. Piasecki. No phone calls please.

Independent contractors or subcontractors will not be considered.