

/ POSITION: RESEARCH ANALYST

iCOVER Services is a company specialized in information verification services (also known as background screening). Our main area of activity covers Integrity, Identity, Reference and Reputational research for Pre-Employment Screening and Business Intelligence.

Headquartered in Paris, the company has a wide geographic coverage, with offices in France, Bulgaria, Mexico, UK and India. We have a dedicated in-country agent network for verbal verifications, data checks (credit, criminal, directorships, etc.), site inspections and due diligence.

iCOVER employs a highly qualified workforce, including linguistics graduates or native speakers. We offer a complete set of verbal and data verifications to major international players of the background screening industry.

Currently we are actively looking for a Research Analyst based in Mexico City with focus on the Americas. The Research Analyst will be part of a global Business Intelligence Team and will conduct quality oriented background & integrity checks.

RESPONSABILITIES

Background and integrity checks

- Acts as a verifier of background and integrity checks using the candidate's language skills: English, Spanish and others
- Works well individually or/and with in-house researchers or external partners on assigned cases, using research and analytical skills
- Ensures that each background and integrity check is being processed in full compliance with the established rules and methodology, and provides adequate feedback on each case to project manager
- Provides answers to clients' questions related to a check by email or phone
- Contributes to the improvement of the research methodologies and interviewing techniques

Sourcing

- Reviews processes for obtaining publicly available background checks components (directorships, company checks, media checks, among others) in the different countries we already operate in
- Participates in the processes of obtaining publicly available information in countries where we have not established such processes
- Helps with the translation of templates to Spanish needed by the Group
- Develop cross-sector sources through research and networking
- Take an active interest in monitoring the legal and technological environment of the background and integrity checks industry with the production of occasional notes and briefs on predefined topics

PREFERRED QUALIFICATIONS

- Experience in the due diligence industry or investigative journalism
- University degree in Journalism/ Economics/ Social Sciences or equivalent
- Additional languages such as Portuguese/ French

REQUIREMENTS

- Excellent command of written and spoken English
- Research and data-mining skills: advanced internet research techniques; use of multiple and complex methods of research (databases, interviews, string searches); finding and analyzing information in a short period of time for specific cases
- Personality competences: strong communication skills both written and verbal, analytical thinking, attention to detail
- Behavioral qualities: problem solving and quality oriented attitude, ability to work in an intercultural environment, excellent time management skills.

BENEFITS

- Challenging job at a multinational company
- Attractive remuneration package
- Dynamic work environment within a young team
- Nice class A office in the central district
- Work-life balance

Position based in Mexico City.

Please send your application to: aalonso@i-coverscreening.com