

## **/ POSITION**

# **VERIFICATION PROCESSING AGENT**

iCOVER specializes in Wholesale of Background Screening & Business Intelligence solutions for the global market. We are an international company with operational headquarters in Paris, backed by a network of offices worldwide, which offer strategic global reach for all your business needs.

Our expertise lies in data collection, research & verification of information, analysis and reporting. Our clients know that we are diligent, always prepared to go the extra distance to deliver compliant, accurate and timely results. Our service is dedicated, professional and reliable.

Currently, for our team in Mexico City, we are looking for a Verification Processing Agent with the following profile:

### **RESPONSIBILITIES**

- Conduct outbound calls in order to obtain information;
- Research of sources and contacts;
- Make sure of the appropriate use of templates provided by the company;
- Update cases on a regular basis;
- Provide support in trainings;
- Create new processes and update existing ones;
- Work with different platforms;

### **REQUIREMENTS**

- Excellent command of Portuguese and English;
- Excellent computer skills, internet research and knowledge of databases;
- Quality and client-oriented attitude, self-motivation;
- Previous experience in research, calls;
- Excellent computer skills;

- Unfinished studies or new graduates.

**WHAT'S IN IT FOR YOU**

- Engaging job at a multinational company;
- Excellent remuneration package and work-life balance;
- Dynamic work environment and an enthusiastic team
- Additional Health Insurance;
- Food Vouchers;
- Standard working hours;

**If you think that you have what it takes to be a Junior Research Analyst, please send your application to Tania Reyes at:**

**[treyes@icover-services.com](mailto:treyes@icover-services.com)**

*Notice: by submitting your application for this position, you acknowledge that in the event you have been selected to work for iCOVER, we shall be entitled to perform an appropriate background investigation by verifying the information presented in your application, specifically but without limitation, verification of prior employment and verification of education. You further acknowledge that such verification is required due to the specificities of iCOVER's scope of business and our internal security policies and rules. The lawful provision, collection and processing of your personal data is necessary for the purposes of the legitimate interests pursued by iCOVER and the provided data will be processed in strict accordance with the applicable personal data protection legislation.*