

## **/ POSITION**

# **DATA 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 Sofia, we are looking for a Data Processing Agent with the following profile:

### **RESPONSIBILITIES**

- Perform criminal, credit, address, directorship checks by following high-standardized procedures;
- Analyze results and review potential records;
- Specific activities connected to data comparison, validation of data, data entry, data extraction;
- Maintain a high level of customer satisfaction;
- Manage a consistent volume of orders on a daily basis;
- Follow high company standards and procedures in terms of quality and deadlines.

### **REQUIREMENTS**

- Excellent level of English (written and verbal);
- Previous professional experience in data processing or data entry will be an advantage;

- High attention to detail;
- Resourcefulness;
- Excellent time-management skills;
- Excellent computer skills.

**WHAT'S IN IT FOR YOU**

- Engaging job at a multinational company;
- Monthly bonus;
- Dynamic work environment and an enthusiastic team
- Class A office in the central district;
- Additional Health Insurance;
- Food Vouchers;
- Standard working hours;
- Multisport Card.

**If you think that you have what it takes to be a Data Processing Agent, please send your application to Metodi Rusinov at:**  
**[mrusinov@i-covereurope.com](mailto:mrusinov@i-covereurope.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.*