

/ POSITION

JUNIOR RESEARCH ANALYST

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 México city, we are looking for a Junior Research Analyst with the following profile:

RESPONSIBILITIES

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 the 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
- Takes 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

REQUIREMENTS

- Excellent command of written and spoken English and Spanish
- 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
- Behavioural qualities: problem solving and quality-oriented attitude, ability to work in an intercultural environment, excellent time management skills

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
- Class A office in the central district;
- 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

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.