

/ POSITION

SOURCING SPECIALIST

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 Sourcing Specialist with the following profile:

RESPONSIBILITIES

- Acts as a member of the Product Team by contributing with sourcing activities, mainly focused on LATAM countries;
- Gathers, assesses and analyses data with a variety of approaches;
- Identifies new vendors and sources, and runs tests to assess reliability, based on the KPIs;
- Explores the legal grounds and compliance of processes for LATAM countries, with the support the Legal Team and Product Manager;
- Drafts and updates processes documents in accordance with the in-country governmental local legal requirements, and makes sure that all processes are built and established following the requirements;
- Takes responsibility when a process is built in a wrong or not enough fully established way for adapting it from a processing perspective;
- Respects the standard procedures and rules of the Implementation Sourcing Cycle;
- Maintains concise records and documentation by monitoring and updating databases, such as Smartsheet, and takes responsibility to

- ensure available and reliable information;
- Helps and supports other members of the company with customer questions and process understanding, when needed;
- Escalates concerns/issues to manager when outside of area of responsibility.
- During the process of work the employee takes responsibility for: keeping all personal and labour information according to the agreement of confidentiality (not sharing any kind of confidential information for any reason)
- Attends regular meetings as directed by the Product Manager;
- Implements improvements to boost effectiveness of system/databases information;
- Any other activities assigned by the management in compliance with the applicable legal requirements.
- Provides help to other team members using the needed languages competences;
- Communicates and cooperates with other members of the team in the process of updating and monitoring system information.
- Monitors his/her own work and makes sure it is done following the established procedures;

REQUIREMENTS

- Bachelor's degree in Law, International Relations, Political Science, or related careers
- Language skills: excellent command of Spanish and English (both written and spoken), basic French and/or Portuguese language skills are considered an asset;
- Technical skills: proficient in Microsoft Office, desktop research, and use of databases
- Personality competences: analytical thinking, attention to detail, excellent time management, communicative abilities, proactive attitude,

flexible, willing to help, open to giving and receiving feedback, practical thinking;

- Behavioural qualities: problem solving, quality-oriented attitude, client-oriented, ability to work with different people, exhibit diplomacy when it is needed, ready to adapt to potential changes, assertiveness, focused and serious approach to work, positive attitude.
- Teamwork, open communication, collaboration and cohesive team effort;
- The employee agrees to follow all internal regulations, the Health and Safety rules, working hours and all other established rules;

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 Sourcing Specialist, 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.