



Job Description

iCOVER

iCOVER is a multinational company headquartered in Paris and with a presence in several countries around the world that provides international wholesale background screening solutions. Our services are focused on pre-employment screening checks for individuals across the world. These activities are performed in accordance with the applicable data protection laws. <https://www.icover-services.com/about-icover-services/>

We are looking for an innovative, highly organized and result driven professional to join our team in Tunis.

Sourcing specialist

Responsibilities

The Sourcing specialist is responsible for:

- Searching on professional networks and portfolio sites to identify potential sources, sending emails, and organizing an effective sourcing system.
- To be successful in this role, you should combine knowledge of sourcing techniques with excellent verbal and written communication skills.
- Ultimately, you will be responsible for building a strong sources pipeline for our company's current and future source needs

Tasks

- Update our internal system by storing and updating of source information (including source details)
- Making recommendations to optimize our sourcing method and fix issues.
- Monitoring efforts to resolve sources issues
- Participating in diverse meetings with the team, can be invited to meetings with other departments such as Partner management, IT or Delivery.
- Maintain working knowledge of quality standards.
- Designing and proposing testing plans for verification of the information given by the source for education services.
- Communicating quantitative and qualitative findings from test results to the team manager.
- Identifying process and scenarios by source for the quality control of the education verification services
- Processing sources reviews and informing the team manager of updates if any.
- Ensuring that the final sources satisfy the product requirements and meet end-user expectations.
- Researching the current market for similar sources and comparing results.
- Any other activities assigned by the management in compliance with the applicable legal requirements.

How we expect you to behave

- you comply with company standards on conduct, professionalism, brand reputation, confidentiality and standard health, safety, and security processes. This includes use of the company systems as intended.
- You are commercially focused and use company resources wisely with a focus on increasing the overall profitability of the business.
- You manage your own personal development to keep your skills current and at pace with the market.
- You pay attention to your communication and are responsive to colleagues. You challenge inappropriate behaviors in others constructively and positively.
- Escalate concerns/issues to manager when outside of area of responsibility.

Technical skills

- Service quality oriented
- Problem -solving skills
- Business oriented
- Proficiency in Microsoft Word, PowerPoint, Excel, and Google tools.
- Excellent verbal and written communication skills in English, French and Arabic.

Transverse skills

- Comprehensive knowledge of tools, concepts of data research
- Critical thinking
- Flexible working approach
- Teamwork
- Adaptability and flexibility
- Proactive attitude
- Creativity, sense of innovation
- Excellent time management
- Organization and attention to detail
- Interpersonal skills

Requirements

- Bachelor's degree in administration, logistics, supply chain or related field.
- Previous experience in sourcing processes.
- A thorough understanding of sourcing methodologies.
- Strong communication and sales skills
- Sound time-management and organizational skills.
- Keep attention to detail.
- Strong analytical and problem-solving skills.
- Creative and innovative thinker.

Interested?

Send your CV and Cover letter to: ckouraichi@icover-services.com